



**Annex A - Policies**

<b>Statutory policies required by education legislation</b>						
<b>Name</b>	<b>Statutory or Recommended</b>	<b>Publish</b>	<b>Last Reviewed</b>	<b>Next Review</b>	<b>Owner (Trust or local academy)</b>	<b>Notes</b>
Charging & Remissions	Statutory	Y	Sept-19	Sept-20	Trust	
Behaviour Policy	Statutory	Y	Sept-19	July-20	Local academy	
Relationships and Sex Education	Statutory				Local academy	
Special Educational Needs	Statutory	Y	Sept- 18	Dec-19	Local academy	
<b>Statutory policies required by other legislation</b>						
Health & Safety (inc Fire Evac)	Statutory				Local academy	
<b>Other statutory arrangements</b>						
Accessibility Plan	Statutory	Y			Local academy	
Accounts information	Statutory	Y			Trust	
Admission Arrangements	Statutory	Y			Local academy	
Anti Bullying Policy					Local academy	
Child Protection and Safeguarding Policy	Statutory	Y	Sept-19	Sept-20	Trust	Local academy to amend to suit local arrangements
Complaints procedure	Statutory	Y	Jan-19	Jan-20	Trust	
Curriculum policies/information	Statutory	Y			Local academy	
Data Protection Policy	Statutory	Y	Jan-19	Jan-20	Trust	
Records Management and Retention	Statutory		Jan-19	Jan-20	Trust	
ICT Security Policy	Recommended		Jan-19	Jan-20	Trust	
Early Years Foundation Stage (EYFS)	Statutory				Local academy	
Equality information and objectives (public sector equality duty) statement for publication	Statutory	Y	Apr-19	Apr-20	Trust	

## The Family of Learning Trust



Exclusion Policy	Statutory	Y			Local academy	
Freedom of Information	Statutory	Y			Trust	
Governors Allowances	Recommended				Trust	
Governors information and papers	Statutory	Y			Local academy	
Premises management documents	Statutory				Local academy	
Pupil Premium policy (strategy)	Statutory	Y			Local academy	
Pupil register and attendance	Statutory				Local academy	
Single Central Record	Statutory				Local academy	Based on Trust template
Supporting students with medical conditions	Statutory				Local academy	
Values and Ethos	Statutory	Y			Trust	Overarching Trust policy with local arrangements and information
<b>Employment Policies</b>						
<b>Name</b>	<b>Statutory or Recommended</b>	<b>Last Reviewed</b>	<b>Next Review</b>	<b>Owner (Trust or local academy)</b>	<b>Notes</b>	
Allegations against staff	Statutory	Apr-19	Apr-20	Trust		
Attendance Management policy	Recommended	Apr-19	Apr-20	Trust		
Capability policy	Statutory	Apr-19	Apr-20	Trust		
Disciplinary policy	Statutory	Apr-19	Apr-20	Trust		
Equalities policy	Statutory	Apr-19	Apr-20	Trust		
Flexible Working policy	Recommended	Apr-19	Apr-20	Trust		
Grievance Policy	Statutory	Apr-19	Apr-20	Trust		
Leave of absence policy	Recommended	Apr-19	Apr-20	Trust		
Redundancy	Recommended	Apr-19	Apr-20	Trust		
Recruitment and Retention	Recommended	Apr-19	Apr-20	Trust		
Pay and Grading Policy	Statutory	Sep-15	Apr-20	Trust		



Appraisal Policy	Statutory	Apr-19	Apr-20	Trust	
Review and Restructure	Recommended	Apr-19		Trust	
Bullying and Harassment	Recommended	Apr-19	Apr-20	Trust	
Stress Policy	Recommended	Apr-19	Apr-20	Trust	
Training and Continuing Professional Development	Recommended	Apr-19	Apr-20	Trust	
<b>Employment procedures – forming professional expectations of employment</b>					
<b>Name</b>	<b>Statutory or Recommended</b>	<b>Last Reviewed</b>	<b>Next Review</b>	<b>Owner</b>	<b>Notes</b>
Burgundy Book	Adopted	N/a		National document	
Cover and absence requests	Recommended	Annually		Local academy	
Recruitment	Statutory	Apr-19	Apr-20	Trust	
Staff code of conduct	Statutory	Sep-19	Annually	Trust	Amendments and insertions can be made to suit local arrangements
Acceptable use of ICT	Recommended	Sep-19	Annually	Trust	
Whistleblowing policy	Statutory	Apr-19	Apr-20	Trust	
Keeping Children Safe in Education	Statutory	Sep-19	N/A	National document	
National terms and conditions for support staff ('Green Book')	Adopted	N/a	N/A	National document	For reference
WYPF Discretions Policy	Required	Apr-19	A	See notes	Requirement from WYPF