



**Annex A - Policies**

<b>Statutory policies required by education legislation</b>						
<b>Name</b>	<b>Statutory or Recommended</b>	<b>Publ ish</b>	<b>Last Reviewed</b>	<b>Next Review</b>	<b>Owner (Trust or local academy)</b>	<b>Notes</b>
Charging & Remissions	Statutory	Y	Sept-20	Sept-21	Trust	
Behaviour Policy	Statutory	Y	Sept-20	July-21	Local academy	
Relationships and Sex Education	Statutory		Sept-16	Sept-19	Local academy	Currently being reviewed
Special Educational Needs	Statutory	Y	Sept-20	Sept-21	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	Oct-18	Oct-21	Local academy	
Accounts information	Statutory	Y			Trust	
Admission Arrangements	Statutory	Y			Local academy	
Anti Bullying Policy					Local academy	
Child Protection and Safeguarding Policy including Managing allegations against staff	Statutory	Y	Sept-20	Sept-21	Trust	Reviewed annually by Local Academy Board
Complaints procedure	Statutory	Y	Dec-19	Dec-20	Trust	
Curriculum policies/information	Statutory	Y			Local academy	
Data Protection Policy	Statutory	Y	Dec-19	Dec-20	Trust	
Records Management and Retention	Statutory		Jan-19	Jan-21	Trust	
ICT Security Policy	Recommended		Jan-20	Jan-22	Trust	
Early Years Foundation Stage (EYFS)	Statutory				Local academy	
Equality information and objectives (public sector equality duty) statement for publication	Statutory	Y	Dec-19	Dec-21	Trust	

# The Family of Learning Trust



Exclusion Policy	Statutory	Y	Jan-19	Jan-21	Local academy	
Freedom of Information	Statutory	Y	Dec-19	Dec-20	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	Sept-20	Set-21	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		Nov -19	Nov -20	Local academy	
Values and Ethos	Statutory	Y			Trust	Overarching Trust document 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>		
Attendance Management policy	Recommended	Dec-19	Dec-20	Trust		
Capability policy	Statutory	Dec-19	Dec-20	Trust		
Disciplinary policy	Statutory	Dec-19	Dec-20	Trust		
Equalities policy	Statutory	Dec-19	Dec-20	Trust		
Flexible Working policy	Recommended	Dec-19	Dec-20	Trust		
Grievance Policy	Statutory	Dec-19	Dec-20	Trust		
Leave of absence policy	Recommended	Dec-19	Dec-20	Trust		
Redundancy	Recommended	Dec-19	Dec-20	Trust		
Recruitment and Retention	Recommended	Dec-19	Dec-20	Trust		
Pay and Grading Policy	Statutory	Sep-19	Sept-20	Trust		



Appraisal Policy	Statutory	Dec-19	Dec-20	Trust	
Review and Restructure	Recommended	Dec-19	Dec-20	Trust	
Bullying and Harassment	Recommended	Dec-19	Dec-20	Trust	
Stress Policy	Recommended	Dec-19	Dec-20	Trust	
Training and Continuing Professional Development	Recommended	Dec-19	Dec-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	Dec-19	Dec-20	Trust	
Staff code of conduct	Statutory	Dec-19	Dec-20	Trust	Amendments and insertions can be made to suit local arrangements
Acceptable use of ICT	Recommended	Sep-20	Sep-21	Trust	
Whistleblowing policy	Statutory	Dec-19	Dec-20	Trust	
Keeping Children Safe in Education	Statutory	Sep-20		National document	
National terms and conditions for support staff ('Green Book')	Adopted	N/a		National document	For reference
WYPF Discretions Policy	Required	Apr-19		See notes	Requirement from WYPF

Grey filled are policies that are not reviewed by the trust