

Symphony Learning Trust

POLICY REVIEW SCHEDULE (updated Nov 2016)

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Accessibility Plan	2	Each School	FGBs	FGB	Spr 2015	Aut 2016	Aut 2018	<i>Detailing the measures taken to ensure access to all</i>
Accidents, Illness and First Aid	3	include in H&S	Gov Committee TBC	PHS	Aut 2014	Aut 2017	Aut 2020	<i>Could be part of H&S</i>
Accounting Policy	3	Talvinder Tundall	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	
Administration of Medicines	3	Newcroft	Trustees	PHS		Spring 2020	Spring 2023	
Admissions Appeals	1	KMcG	Trustees	FGB		Spring 2017	Spring 2018	
Admissions*	1	SBMs	Trustees	FGB	Aut 2016	Aut 2017	Aut 2018	<i>processes and procedures for pupils' admission to the school (consult Jan to Mar)</i>
Allegations of Abuse (against Staff)???	3	Kathryn McGovern	Trustees	FPP	None	Sum 2017	Sum 2020	
Amplification Policy	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	
Anti Bullying	2	Newcroft	Trustees	TL		Spring 2017	Spring 2020	<i>as it says</i>
Appeals (staff)	1		Trustees	FGB	Aut 2016	Sum 2017	Sum 2018	
Asbestos (LAMP)	3	Newcroft	Trustees	PHS		Spring 2017	Spring 2020	
Assessment	2	Each School	Gov Committee TBC	TL	Aut 2014	Aut 2017	Aut 2020	

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Asthma	3	include in H&S	Local Committee if applicable	PHS	Jan 2016	Jan 2019	Jan 2020	Could be part of H&S
Attendance (Pupils)	3	Willesley	Trustees	FGB		Spring 2017	Spring 2020	procedures for registering pupils in the morning etc
Attendance Management (Staff) #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	as it says
Behaviour (including Restraint)	2	Each School	FGBs	FGB	Spr 2016	Spr 2018	Spr 2020	important
Breakfast & After School	3	School Choice	Local Committee if applicable	TL	Sum 2014	Sum 2017	Sum 2020	General Breakfast Club Policy
Business Continuity	3	The Meadow	Trustees	FPP		Spring 2017	Spring 2020	as it says
British Values	3	Newcroft	Trustees	FGB	Aut 2016	Spr 2018	Spr 2021	To suit the government
Capability Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	referring to the unlikely scenario of staff requiring extra support to perform their duties
Careers	3	School Choice	Local Committee if applicable					
Charging & Remissions Policy	3	Newcroft	Trustees	FPP	Aut 2016	Sum 2018	Sum 2021	Rules on what we will and what we won't charge for...
Children in Care (Formerly, Looked After Children)	3	Glen Hills	Trustees	TL		Spring 2017	Spring 2020	It is important that we pay particular attention to the needs of these pupils
Close Personal Relationships	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	
Communications	3	School Choice	Local Committee if applicable					
Complaints	3	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2021	How parents should make complaints and teachers' responsibilities in the process

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Confidentiality	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Sum 2019	Sum 2022	Keeping information secure - need to know
Consultancy Policy	3	Talvinder Tundall	Trustees	FPP		Spring 2017	Spring 2020	
Contenance & Intimate Care	3	The Meadow	Trustees	PHS		Spring 2017	Spring 2020	regarding children soiling and sensitive first aid scenarios
Continuing Professional Development	3	School Choice	Local Committee if applicable	FPP	Spr 2014	Spr 2017	Spr 2020	
Curriculum, Learning & Teaching	2	Each School	FGBs	TL	Aut 2014	Aut 2017	Aut 2019	The overall policy governing how we plan and teach
Data Protection	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Sum 2019	Sum 2022	Everybody's rights to have their information kept securely
Depreciation of Fixed Asset Policy	3	Glen Hills	Gov Committee TBC	FPP		Spring 2017	Spring 2020	
Dignity at Work #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	BEING REPLACED
Disciplinary Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	Don't misbehave!
Display and Classroom Organisation Policy	3	School Choice	Local Committee if applicable	TL	Mar 2014	Mar 2017	Mar 2020	
Drug Education	3	Glen Hills	Trustees	TL		Spring 2017	Spring 2020	Important guidance about how we should be delivering messages about drugs
Early Years Foundation Stage	3	Each School	Gov Committee TBC	TL	Sum 2016	Sum 2019	Sum 2022	
Educational Visits	3	Newcroft	Trustees	FGB	Aut 2016	Sum 2019	Sum 2019	Important policy with guidance and pro formas to be followed for all visits
English	3	Each School	Gov Committee TBC	TL	Aut 2013	Aut 2016	Aut 2019	as it says

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Equal Opportunities (SLT)	3	Kirsten McLaren	Trustees	FGB	Aut 2016	Spr 2019	Spr 2022	
Equality Plan/Scheme	3	Talvinder Tundall	FGBs	FGB	Spr 2014	Spr 2017	Spr 2020	A requirement of the government for us to detail how we will ensure equality for all in the school
E-Safety (incl KS2 Acceptable Use)	3	Trustees	Trustees	TL		Spring 2017	Spring 2020	
Exclusions	2	Glen Hills	Trustees	FGB	Aut 2016	Sum 2018	Sum 2020	Linked to Behaviour Policy
Expenses	3	Talvinder Tundall	Trustees	FPP		Spring 2017	Spring 2020	
Family Leave and Pay +	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	LA Policy
Finance	1	SBMs	Trustees/FGBs	FPP	Aut 2015	Aut 2016	Aut 2017	Important for budget holders to read this policy
Fire Safety	3	include in H&S	Gov Committee TBC	PHS	Aut 2013	Aut 2016	Aut 2019	Could be part of H&S
Flexible Working	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	For staff
Food Statement / Food Policy	3	School Choice	Local Committee if applicable	PHS	Spr 2014	Spr 2017	Spr 2020	
Fraud Policy	1	Talvinder Tundall	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018	
Freedom of Information Publication Scheme	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Spr 2017	Spr 2020	A statutory requirement - linked to data protection and confidentiality
Governors' Monitoring of School Development (gov vists)	3	Each School	FGBs	FGB	Aut 2013	Aut 2016	Aut 2019	How the governors work with subject leaders to monitor the school improvement plan
Governors' Expenses	3	Newcroft	Trustees	FGB	Aut 2016	Spr 2019	Spr 2022	The process by which goverors can make claims for expenses

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Grievance Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2016	Aut 2019	If you feel aggrieved
Handwriting	3	School Choice	Local Committee if applicable	TL	Sum 2016	Sum 2019	Sum 2022	
Health & Safety	1	Each School	Gov Committee TBC	PHS	Aut 2015	Aut 2016	Aut 2017	Important
Higher Attaining Pupils (has various different possible titles)	3	School Choice	Local Committee if applicable	TL	Aut 2013	Aut 2016	Aut 2019	How we should be meeting the needs to G&T (and more able) pupils
Hiring Policy	3	School Choice	Local Committee if applicable	PHS	Sum 2015	Sum 2018	Sum 2021	
Home School Agreement	3	School Choice	Local Committee if applicable					All parents to sign and agree on an annual basis
Homework	3	Each School	Gov Committee TBC	TL	Aut 2016	Aut 2019	Aut 2022	Teachers need to follow this guidance
Inclusion Statement	3	School Choice	Local Committee if applicable					A statement could be used in all policies
IT Acceptable Use - Staff	3	Each School	Trustees	TL		Spring 2017	Spring 2020	Contained within E Safety Policy above
Languages	3	School Choice	Local Committee if applicable	TL	Sum 2014	Sum 2017	Sum 2020	
Leave of Absence #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	Rules regarding leave of absence
Lone Working Procedure	3	Each School	Gov Committee TBC	PHS	Aut 2013	Aut 2016	Aut 2019	What to do if working alone in school
Marking and Feedback	3	Each School	FGBs	TL	Spr 2015	Spr 2018	Spr 2021	Teachers' guidelines for marking and feedback to pupils
Maths	3	Each School	Gov Committee TBC	TL	Aut 2015	Aut 2018	Aut 2021	as it says

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Monitoring and Evaluation	3	School Choice	Local Committee if applicable					
Moving and Handling Policy	3	School Choice	Local Committee if applicable					
Music	3	School Choice	Local Committee if applicable	TL	Aut 2013	Aut 2016	Aut 2019	as it says
Organisational Change Policy +	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	as it says
Outside Visitors' Policy	3	Each School	Local Committee if applicable	PHS	Aut 2013	Aut 2016	Aut 2019	To be taking into account when inviting any visitors to school
Pay Policy for Support Staff +	1	SBMs	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018	as it says
Pay Policy for Teaching Staff +	1	SBMs	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018	as it says
Performance Management - Teaching Staff #	2	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2018	Sum 2020	In line with requirements from Sept 2012
Physical Activity	3	School Choice	Local Committee if applicable	TL	Aut 2013	Aut 2016	Aut 2019	as it says
Physical Examination of Children	3	School Choice	Local Committee if applicable					to be followed in appropriate circumstances, mainly when dealing with first aid incidents
Probation Procedures for Support Staff #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	
Procurement	2	Lisa Watson	Trustees	FPP	Aut 2016	Aut 2018	Aut 2020	
PSHE	3	School Choice	Local Committee if applicable	TL	Aut 2013	Aut 2016	Aut 2019	Personal, Social, Health & Emotional
Pupil Premium Policy	3	School Choice	Local Committee if applicable					

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
Race Equality	3	Each School	Local Committee if applicable					as it says
RE & Collective Worship	3	Each School	Trustees	TL		Spring 2017	Spring 2020	To be followed in all cases - we use the Leicestershire Agreed Syllabus
Restraint (as an Appendix to the Behaviour Policy)	2	Each School	FGBs	FGB	Spr 2016	Spr 2018	Spr 2020	To be followed in very rare circumstances when children are posing a risk to other children or adults
Risk Management Policy	2	Lisa Watson	Trustees	FPP	Aut 2016	Aut 2018	Aut 2020	
SAFEGUARDING	2	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2020	Very important
Safer Recruitment	2	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2020	To be followed in all cases of recruiting staff
School Aims and Vision	3	Each School	FGBs	FGB	Aut 2013	Aut 2016	Aut 2019	Guiding all of our work
Science	3	School Choice	Local Committee if applicable	TL	Aut 2013	Aut 2016	Aut 2019	as it says
Security and Critical Incidents	2	Each School	Gov Committee TBC	PHS	Spr 2014	Spr 2017	Spr 2020	Policy explaining what we would do in the unlikely occurrence of a bomb threat etc...
SLT Terms of Reference	1	Heads	Trustees		Aut 2016	Aut 2017	Aut 2018	
Smoking	3	Each School	Gov Committee TBC					No Smoking Policy
Social Media	3	Kathryn McGovern	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	
Special Educational Needs (and Local Offer)	1	Each School	FGBs	FGB	Aut 2015	Aut 2016	Aut 2017	Updated annually
Spiritual, Moral, Social and Cultural (SMSC)	3	Each School	Gov Committee TBC	TL	Sum 2016	Sum 2019	Sum 2022	Very important

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (Yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
SRE	3	Each School	FGBs	FGB	Aut 2014	Aut 2017	Aut 2020	It is important that all parents understand this policy which is shared at a meeting each year
Staff Code of Conduct	1	Lisa Watson	Trustees	FGB	Aut 2016	Sum 2017	Sum 2018	Explains expectations of staff behaviour towards children and each other
Stress Management for Pupils Policy	3	School Choice	Local Committee if applicable					
Stress Management for Staff	3	School Choice	Local Committee if applicable					
Target Setting	3	School Choice	Local Committee if applicable					as it says
Therapeutic Return to Work Policy	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	
Uniform	3	Each School	FGBs	FGB	Sum 2016	Sum 2019	Sum 2022	as it says
Whistleblowing Procedure	3	Lisa Watson	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	All staff must be aware of what to do in the event of feeling uneasy about another adult's behaviour in school
Winter Gritting	3	Talvinder Tundall	Gov Committee TBC					
Work Experience & Volunteering	3	Each School	Trustees	FPP		Spring 2017	Spring 2020	what we do when students come in to school on placements and volunteers want experience in school.

***Admissions**

- We must consult when we change our admission arrangements and the consultation period must be at least 6 weeks. This should take place between 1 October and 31 January (previously, it was 8 weeks between 1 November and 1 March)
- We must determine our admission arrangements by 28 February (previously 15 April)
- We must send a copy of our determined admission arrangements to our local authority by 15 March (previously 1 May)
- The deadline for objections to the Schools Adjudicator is 15 May (previously 30 June)

We must consult when we change our admission arrangements or if we have not consulted within the last 7 years.

+ Contractual Policy that must be consulted upon

KEY:

Statutory (agreed by the Trust)	Statutory (agreed by school FGBs)	Non-Statutory (but agreed by the Trust)	Non-Statutory but School 'Must Have' Policy	Non-Statutory (School Chooses whether to have or not)
---------------------------------	-----------------------------------	---	---	---

POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE	Last Reviewed	Term of Next Review	Term of Second Review	Overview (where not already obvious)
# May be contractual so it's advisable to consult on changes								

4 weeks consultation covering all of the HR policies (in case we can't get the change to T&Cs through) and the proposed change to T&Cs that would remove the need to consult on future policy changes for as long as we stay with LCC model policies. This would need to be launched with a staff meeting to explain the proposals, and it would be prudent to invite the unions. Consultation period of 5-30 September, with staff meetings during w/c 5th September, and consultation documents to be sent to union reps on 1st September indicating the proposed meeting dates at each school so they can come along if they wish.