

ECCLESTON LANE ENDS  
PRIMARY SCHOOL  
POLICIES

Last Updated Mar 2023

<u>POLICY NAME</u>	<u>Last implemented or reviewed</u>	<u>To be reviewed on or before</u>	
<b>AUTUMN TERM</b>			
<u>EMERGENCY PLAN</u>	<u>Autumn 2022</u>	<u>Autumn 2023</u>	
LONE WORKER POLICY	Autumn 2022	Autumn 2025	
EQUALITY POLICY, AUDIT & ACTION PLAN (3 year plan but annual review)	Autumn 2022	Autumn 2023	
*PAY POLICY	Spring 2023	Autumn 2024	
SUSTAINABLE DEVELOPMENT /ENVIRONMENTAL POLICY	Autumn 2022	Autumn 2023	
ATTENDANCE AND PUNCTUALITY	Autumn 2022	Autumn 2026	
BEHAVIOUR POLICY & ANTI-BULLYING POLICY	Autumn 2022	Summer 2026	
*CHARGING & REMITTANCE POLICY	Autumn 2022	Autumn 2023	
OFFICE PROCEDURES/FINANCIAL CONTROL	Autumn 2022	Autumn 2023	
VIOLENCE AT WORK	Autumn 2022	Autumn 2025	
<b>SPRING TERM</b>			
ADMISSIONS	Spring 2023	Spring 2024	
*ALLEGATION PROCEDURES (safeguarding)	Spring 2023	Spring 2024	
APPRAISAL POLICY	Spring 2023	Spring 2024	
ART & DESIGN POLICY	Spring 2023	Spring 2026	
CHILD PROTECTION AND SAFEGUARDING POLICY	Spring 2023	Spring 2024	
COMPUTING CURRICULUM POLICY	Spring 2023	Spring 2026	
CURRICULUM & ASSESSMENT POLICY (see individual subjects until review)	Spring 2023	Spring 2026	
DESIGN TECHNOLOGY POLICY	Spring 2023	Spring 2026	
DRUG EDUCATION POLICY	Spring 2023	Spring 2026	
EARLY CAREER TEACHER	Spring 2023	Spring 2024	

INDUCTION POLICY			
ENGLISH POLICY	Spring 2023	Spring 2026	
FINANCIAL INSTRUCTIONS	Spring 2022	Spring 2025	
FINANCIAL REGULATIONS	Spring 2022	Spring 2025	
GEOGRAPHY POLICY	Spring 2022	Spring 2026	
*HEALTH & SAFETY POLICY	Spring 2023	Spring 2024	
HIRE OF PREMISES/LETTINGS PROCEDURE	Spring 2021	Spring 2024	
HISTORY POLICY	Spring 2023	Spring 2026	
MATHEMATICS POLICY	Spring 2023	Spring 2026	
MODERN FOREIGN LANGUAGES POLICY	Spring 2023	Spring 2026	
MUSIC POLICY	Spring 2023	Spring 2026	
PSHE POLICY	Spring 2023	Spring 2026	
PHYSICAL EDUCATION POLICY	Spring 2023	Spring 2026	
RELIGIOUS EDUCATION POLICY	Spring 2023	Spring 2026	
REDUNDANCY POLICY	Spring 2023	Spring 2024	
*SCHEME FOR FINANCING SCHOOLS (Scheme of Delegation)	Spring 2023	Spring 2024	
SCIENCE POLICY	Spring 2023	Spring 2026	
*SCHOOL FUND	Spring 2023	Spring 2024	
*SCHOOL MEALS ARREARS PROCEDURE	Spring 2023	Spring 2024	
SPECIAL EDUCATIONAL NEEDS AND DISABILITY POLICY	Spring 2021	Spring 2024	
VISITORS & VOLUNTEERS POLICY	Spring 2022	Spring 2025	
<b>SUMMER TERM</b>			
*ANTI-FRAUD & CORRUPTION POLICY	Summer 2021	Summer 2024	
ATTENDANCE MANAGEMENT (EMPLOYEE)	Spring 2022	Summer 2024	
BULLYING & HARASSMENT POLICY (EMPLOYEE)	Summer 2021	Summer 2024	
CODE OF CONDUCT (Employee)	Summer 2021	Summer 2024	
COLLECTIVE WORSHIP POLICY	Summer 2023	Summer 2025	
COMPLAINTS POLICY & PROCEDURE	Summer 2020	Summer 2023	
COMPUTER SECURITY GUIDELINES	Spring 2022	Summer 2025	
CONFIDENTIAL REPORTING POLICY (WHISTLE BLOWING)	Summer 2021	Summer 2024	
CONTRACT PROCEDURE RULES	Summer 2021	Summer 2024	
*DATA PROTECTION POLICY (includes Retention of Records)	Summer 2022	Summer 2023	

& Privacy Notice GDPR)			
DISCIPLINARY RULES AND PROCEDURES (EMPLOYEE)	Summer 2021	Summer 2024	
EARLY YEARS/FOUNDATION STAGE POLICY	Summer 2020	Summer 2023	
EDUCATIONAL VISITS POLICY	Summer 2022	Summer 2025	
FLEXIBLE WORKING POLICY	Summer 2021	Summer 2024	
*FREEDOM OF INFORMATION PUBLICATION SCHEME (GDPR)	Summer 2022	Summer 2023	
GRIEVANCE PROCEDURE FOR SCHOOLS	Summer 2020	Summer 2023	
HOMEWORK POLICY	Summer 2021	Summer 2024	
INDUCTION POLICY (STAFF)	Summer 2022	Summer 2025	
MARKING AND PRESENTATION POLICY	Summer 2021	Summer 2024	
MATERNITY PATERNITY, ADOPTIVE LEAVE, SHARED PARENTAL LEAVE POLICIES AND PROCEDURES	Summer 2020	Summer 2023	
MEDICAL CONDITIONS POLICY	Summer 2020	Summer 2023	
RECRUITMENT & SELECTION GUIDELINES	Spring 2022	Summer 2025	
RELATIONSHIPS & SEX EDUCATION POLICY (national change due Sept 21)	Summer 2021	Summer 2024	
SOCIAL MEDIA ACCEPTABLE USE POLICY	Summer 2021	Summer 2024	
*UNIFORM POLICY	Summer 2022	Summer 2023	

*Most policies are reviewed by staff and approved by governors on a three year cycle (before if there is a change required)*

*\*These policies are required to be reviewed annually.*

*All policies available to staff on staff share to employees.*

*Hard copies kept in headteacher's office.*

*All policies can be requested in paper version from the school office.*

**Policies highlighted in yellow to be reviewed at next meeting**