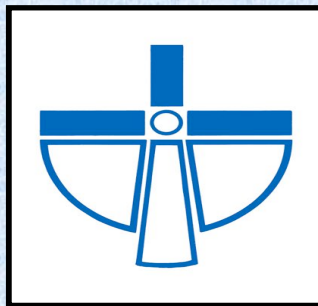


# ST. MICHAEL'S CE SCHOOL



**CREATE - EQUIP - PARTNER**

**STATUTORY POLICIES FOR SCHOOL  
A REVIEW OF THE DEPARTMENT FOR EDUCATION  
DOCUMENT  
SPRING TERM (2020)**

# ST. MICHAEL'S CE SCHOOL



## REVIEW OF POLICY LIST BY ST.MICHAEL'S CE SCHOOL SPRING TERM REVIEW 2020

A review of the statutory polices contained in this document is carried out on a monthly basis as part of the '1<sup>st</sup> of the Month' review and a **formal** review takes place at the **start of each term** to ensure that the school is compliant. This formal review was carried out for the start the new academic year in readiness for the **Spring Term 2020**.

The review is based upon the DfE published documentation but in a summerised format. There has been a general review of all policies this forthcoming term in readiness for the start of the new academic year.

All polices were reviewed during the Summer term 2019 in readiness for the new academic year and amendments / changes were made as applicable for the year. They will be regularly reviewed by the Senior Leadership and Faculty Team as the term progresses.

The policies are covered under the following headings to reflect the revised new Ofsted areas:

- Personal Development
- Behaviour & Attitudes (Previously Behaviour & Welfare)
- Quality of Education (Including Assessment - Previously Teaching & Learning)
- Leadership & Management (remains the same)



This document summarises information about the policies and documents schools are required to have.

It is based on the DfE's statutory policies for schools document as well as other statutory guidance such as Keeping Children Safe in Education, the Governance Handbook, the Academies Financial Handbook, the SEND Code of Practice, the EYFS framework.

Policy/document	Review frequency	Location on website	Compliance Spring 2020
<b>Admissions arrangements</b>	Arrangements to be determined annually.	<p><b>Our School: Admissions</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/admissions/">http://www.stmichaels.wandsworth.sch.uk/our-school/admissions/</a></p> <p>New policy for 2020 entry uploaded</p> <p>Consultation Policy for 2021 on web tab</p>	The school is compliant for the Spring term 2020
<b>Accessibility plan</b>	Every 3 years	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/</a></p>	The school is compliant for the Spring term 2020
<b>Behaviour principles written statement</b>	Determined by the Board of Governors	<p><b>Our School: Policies: Behaviour &amp; Attitudes</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/personal-development-welfare/">http://www.stmichaels.wandsworth.sch.uk/personal-development-welfare/</a></p> <p>Reviewed Summer 2019</p>	The school is compliant for the Spring term 2020
<b>Behaviour policy</b>	Determined by the Headteacher	<p><b>Our School: Policies: Behaviour &amp; Attitudes</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/personal-development-welfare/">http://www.stmichaels.wandsworth.sch.uk/personal-development-welfare/</a></p> <p>Reviewed Summer 2019</p>	The school is compliant for the Spring term 2020

Policy/document	Review frequency	Location on website	Compliance Spring 2020
Central record of recruitment and vetting checks	Live document	<p><b>Our School tab: Safeguarding</b>  <b>Our School: Policies: Safeguarding</b>  <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/">http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/</a>            Reviewed Summer 2019 as part of the July '1<sup>st</sup> of the month'  <b>Further reviewed December 2019</b></p>	The school is compliant for the Spring term 2020
Charging and remissions	Determined by the Board of Governors	<p><b>Statement in Prospectus outlining charges &amp; remissions</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p>Main prospectus has been updated and uploaded</p>	The school is compliant for the Spring term 2020
Child protection policy and procedures	Annual	<p><b>Our School: Safeguarding Our School: Policies: Safeguarding</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/">http://www.stmichaels.wandsworth.sch.uk/our-school/safeguarding/</a></p> <p>Reviewed Summer 2019 - main policy in place -Final appendix received from Stella Macaulay November 2020</p>	The school is compliant for the Spring term 2020
Complaints procedure statement	Determined by the Board of Governors	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p>Reviewed Summer 2019</p>	The school is compliant for the Spring term 2020

Policy/document	Review frequency	Location on website	Compliance Spring 2020
Data protection	At least every 2 years	<p><b>Our School: Data Protection</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/data-protection-at-st-michaels/">http://www.stmichaels.wandsworth.sch.uk/our-school/data-protection-at-st-michaels/</a></p> <p>Reviewed Summer 2019 - GDPR compliant</p>	The school is compliant for the Spring term 2020
Early Years Foundation Stage (EYFS) policies and procedures	Varies	<p><b>Our School: Policies: Quality of Education</b></p> <p>Reviewed Summer 2019</p>	The school is compliant for the Spring term 2020
Equality information and objectives (public sector equality duty)	<p>Equality information updated and published at least every year</p> <p>Equality objectives at least every 4 years</p>	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p><b>Our School: Community Cohesion'</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/community-cohesion/">http://www.stmichaels.wandsworth.sch.uk/our-school/community-cohesion/</a></p> <p>Community Cohesion &amp; Equality objectives reviewed October 2019</p>	The school is compliant for the Spring term 2020
Governors' allowances (schemes for paying)	Determined by the Board of Governors	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p>Reviewed Summer 2019</p>	The school is compliant for the Spring term 2020

Policy/document	Review frequency	Location on website	Compliance Spring 2020
<b>Governors' code of conduct</b>	Determined by the Board of Governors	<b>Our School: Governors</b> <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/">http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/</a> Reviewed Summer 2019	The school is compliant for the Spring term 2020
<b>Health and safety</b>	Determined by the employer	<b>Our School: Health &amp; Safety</b> <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/health-safety/">http://www.stmichaels.wandsworth.sch.uk/our-school/health-safety/</a>  <b>Our School: Policies: Leadership &amp; Management</b>  <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a>  Reviewed Summer 2019	The school is compliant for the Spring term 2020
<b>Instrument of government</b>	Determined by the Board of Governors	<b>Our School: Governors</b> <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/">http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/</a>  Reviewed Summer 2019 & published on web tab	The school is compliant for the Spring term 2020
<b>Minutes of, and papers considered at, meetings of the Board of Governors and its committees</b>	Determined by the Board of Governors	<b>Located in the Board of Governors files located in AMG's Office</b>  <b>Uploaded onto the Governor Google Drive</b>	The school is compliant for the Spring term 2020

Policy/document	Review frequency	Location on website	Compliance Spring 2020
Premises management documents	Annually	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p><b>Our School: Policies: Personal Development</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/</a></p> <p>All have been reviewed and are in place (Lockdown / Emergency Plan/fire evacuation)</p>	The school is compliant for the Spring term 2020
Provider access	Annually	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p>All have been reviewed</p>	The school is compliant for the Spring term 2020
Register of business interests of Headteachers and Governors	Determined by the Board of Governors	<p><b>Our School: Governors</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/">http://www.stmichaels.wandsworth.sch.uk/our-school/board-of-governors/</a></p> <p>All have been reviewed and updated in light of changes. Governors has been re- uploaded and published on the Governor tab</p>	The school is compliant for the Spring term 2020

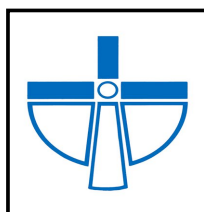
Policy/document	Review frequency	Location on website	Compliance Spring 2020
Register of pupils' admissions to school	Live document	<p><b>Main school Office: SIMS and registers</b></p> <p>All have been reviewed December 2019 in readiness for the start of the new Spring term - in year leavers and transfers have been amended accordingly</p>	The school is compliant for the Spring term 2020
Register of pupils' attendance	Live document	<p><b>Main school Office: SIMS and registers</b></p> <p>All have been reviewed December 2019 in readiness for the start of the new Spring term - in year leavers and transfers have been amended accordingly</p>	The school is compliant for the Spring term 2020
School information published on school website	Must be updated as soon as possible after a change and at least annually	<p><b>Our School: Policies: Leadership &amp; Management</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a></p> <p><b>Main school website</b></p> <p>All have been reviewed and the website is up to date and compliant</p>	The school is compliant for the Spring term 2020
Sex education	Determined by the Board of Governors	<p><b>Our School: Policies: Personal Development</b></p> <p><a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/</a></p> <p>All have been reviewed Summer 2019</p>	The school is compliant for the Spring term 2020



<b>Policy/document</b>	<b>Review frequency</b>	<b>Location on website</b>	<b>Compliance Spring 2020</b>
<b>Special educational needs (SEN) information report and SEN policy (Inclusion Policy)</b>	The information report should be updated annually	<b>Our School: Inclusion</b> <a href="http://www.stmichaels.wandsworth.sch.uk/inclusion/">http://www.stmichaels.wandsworth.sch.uk/inclusion/</a>	<b>The school is compliant for the Spring term 2020</b>
<b>Staff capability</b>	Determined by the Board of Governors	<b>The Board of Governors has adopted the SDBE/LA &amp; CEFM (new HR) models</b>  All have been reviewed Summer 2019	<b>The school is compliant for the Spring term 2020</b>
<b>Staff discipline, conduct and grievance (procedures for addressing)</b>	Determined by the Board of Governors	<b>The Board of Governors has adopted the SDBE/LA &amp; CEFM (new HR) models</b>  All have been reviewed Summer 2019	<b>The school is compliant for the Spring term 2020</b>
<b>Statement of procedures for dealing with allegations of abuse against staff</b>	Determined by the Board of Governors	<b>Our School: Policies: Leadership &amp; Management Safeguarding Procedures</b>  The Board of Governors has adopted the SDBE/LA & CEFM (new HR) models  All have been reviewed Summer 2019	<b>The school is compliant for the Spring term 2020</b>
<b>Supporting pupils with medical conditions</b>	Determined by the Board of Governors	<b>Our School: Policies: Personal Development</b>  <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/personal-development-behaviour-and-welfare-policies/</a>  All have been reviewed Summer 2019	<b>The school is compliant for the Spring term 2020</b>

Policy/document	Review frequency	Location on website	Compliance Spring 2020
Teacher appraisal	Determined by the Board of Governors	<b>Main school Drive File</b> All have been reviewed Autumn 2019	The school is compliant for the Spring term 2020
Teachers' pay	Annual	<b>Main school Office Policy File</b> All have been reviewed Autumn 2019  In line with HR recommendations	The school is compliant for the Spring term 2020
Whistleblowing procedures	Determined by the Board of Governors	<b>Our School: Policies: Leadership &amp; Management</b>  <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/">http://www.stmichaels.wandsworth.sch.uk/our-school/school-policies/leadership-and-management-policies/</a>  All have been reviewed Summer 2019	The school is compliant for the Spring term 2020

The next formal review will take place at the start of the Summer term 2020



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**'Working together for the good of all'**

