

Child Okeford School – Summary of Statutory Policies

	Policy Name	Summary
1.	Accessibility Policy	<i>This Policy aims to provide an environment in the school that enables full curriculum access to all and that values and includes all pupils, staff, parents and visitors regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs. The accompanying Accessibility Plan shows how access is to be improved for disabled pupils, staff and visitors to the school.</i>
2.	Admissions Policy 2018-19	<i>This Policy provides for admission of pupils to the school in the normal year of entry which is the Reception year and at other times during that academic year (2018-19). Where there are more applications for admission than places available at the school at the start of an academic year, then places will be offered in accordance with the oversubscription criteria in this Policy.</i>
3.	Admissions Policy 2019-20	<i>Summary as for 2018-19 policy</i>
4.	Appraisal Policy	<i>This policy sets out the framework for the clear and consistent appraisal of teachers, including the Headteacher, and for supporting their development within the context of the school’s improvement plan, and the standards expected of teachers.</i>
5.	Behaviour and Discipline Policy	<i>This policy sets out measures which:</i> <ul style="list-style-type: none"> • <i>promote good behaviour, self-discipline and respect;</i> • <i>prevent bullying;</i> • <i>ensure that pupils complete assigned work; and</i> • <i>regulate the conduct of pupils.</i> <i>It takes into account the Governing Body’s behaviour principles (Appendix 1) and includes regards for:</i> <ul style="list-style-type: none"> • <i>screening and searching pupils;</i> • <i>the power to use reasonable force;</i> • <i>when to work with outside agencies to assess the needs of pupils who display continuously disruptive behaviour;</i> • <i>pastoral care for staff accused of misconduct; and</i> • <i>working in partnership with parents and carers.</i> <i>It sets out the standard of behaviour expected of pupils at Child Okeford School. It also determines the rules and sanctions for breaking rules and outlines the key learning behaviours and attitudes that we believe promote ‘outstanding behaviour’.</i>
6.	Charging and Remissions Policy	<i>All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition and swimming. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary; this policy covers how these contributions are applied and the exemptions.</i>
7.	Child Protection Policy	<i>The Child Protection Policy for Child Okeford Primary School is based on a template provided by the Dorset Safeguarding and Standards Team. It reflects the Pan-Dorset Inter-Agency Safeguarding Procedures (on the Dorset Safeguarding Children Board website) and ‘Keeping Children Safe in Education’ 2016.</i>
8.	Complaints Procedure	<i>This policy deals with how to make a formal complaint about something that has happened at the school. It also sets out what you</i>

		<i>should think about before making a formal complaint and ways of dealing with matters informally.</i>
9.	Dealing with Allegations of Abuse against Members of Staff and Volunteers Policy	<i>To fulfil its commitment to the welfare of children, Child Okeford School has this procedure for dealing with allegations of abuse against members of staff and volunteers. The procedure aims to ensure that all allegations are dealt with fairly, consistently and quickly and in a way that provides protection for the child, whilst supporting the person who is the subject of the allegation.</i>
10.	Early Years Foundation Stage Policy	<i>Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up. ('The Statutory Framework for the Early Years Foundation Stage.' DfE March 2014).</i>
11.	Employee Grievance Policy and Procedure	<i>This grievance policy and procedure provides a formal structured procedure for dealing with employee grievances. Every possible effort should be made to avoid recourse to the formal grievance procedure. The aim of the procedure is to encourage a consistent and positive approach to resolving employee grievances, with the intention of achieving a mutually acceptable outcome.</i>
12.	Equality Information	<i>In order to ensure that all pupils are protected from discrimination, the school collects information on some 'protected characteristics' of their pupils; these include: disability, ethnicity and race; gender, and religion and belief. We also gather further information on other specified groups of pupils. We show achievement, what we do, how we do it and what we plan to do next to ensure progress is made by pupils in these groups.</i>
13.	Freedom of Information Policy	<i>This is the school's publication scheme on information available under the Freedom of Information Act 2000. One of the aims of that Act is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce this publication scheme, setting out: the classes of information which we publish or intend to publish; the manner in which the information will be published; and whether the information is available free of charge or on payment.</i>
14.	GDPR Privacy Notices	<i>How we use <u>pupil</u> information at Child Okeford school. How we use <u>children in need and children looked after</u> information at Child Okeford school. How we use <u>school workforce</u> information at Child Okeford school.</i>
15.	Health and Safety Policy	<i>This policy is issued in accordance with the Health and Safety at Work Act. Amongst other provisions, this policy, so far as is reasonably practicable, sets out how we will establish and maintain a safe and healthy environment throughout the school and establish and maintain safe working procedures among staff and pupils.</i>
16.	Home School Agreement	<i>This policy outlines the responsibilities of families, children and the school to work together to fulfil the aims of the school.</i>
17.	Pay Policy for School Based Teaching Employees	<i>The School Teachers' Pay and Conditions Document (STPCD) places a statutory duty on schools and Local Authorities to have a pay policy in place which establishes the basis on which the school determines teachers' pay. The aim of establishing a pay policy is to ensure fair and equitable treatment for all teachers in the school.</i>

		<i>This policy also provides a mechanism for teachers to appeal against any decision taken in respect of their pay.</i>
18.	Scheme for Paying Governors Allowances	<i>Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body. All governors and associate members are eligible to claim allowances in accordance with this scheme.</i>
19.	SEN and Disability Policy	<i>Child Okeford School has high aspirations for all children identified as having SEND in our school. We strive to ensure that all children achieve their best, that they become confident individuals living fulfilling lives. Through this policy the school aims to enable all SEND children “to be the best they can be” by implementing an inclusive curriculum and well monitored systems.</i>
20.	SEND Information	<i>Our school is experienced and successful in supporting children with a wide range of needs and disabilities. We are very proud of the consistent progress that SEND children make at Child Okeford School. Some of the areas of need for which we currently cater: communication and interaction, cognition and learning, social, emotional and mental health difficulties and sensory and/ or physical needs.</i>
21..	Sex and Relationships and Physical, Social, Health and Emotional Education Policy	<i>Sex education is defined as ‘learning about physical, moral and emotional development. It is about understanding the importance of marriage as a context for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality, and sexual health’.</i>
22.	Single Equality Policy	<i>This policy reflects the Equality Act 2010. Through this policy the school will fulfil its public duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations in connection with disability, ethnicity, gender, religion, sexual identity, and where appropriate, age. The guiding principles in this policy are equally applicable to pupils, staff and governors in addition to visitors to the school.</i>
23.	Staff Code of Conduct	<i>The following code draws together existing laws, regulations and conditions of service designed to protect the interests of staff and volunteers and the children with whom they work and this has been agreed following consultation with recognised trade unions. Staff should be aware that a failure to comply with this code could result in disciplinary action including dismissal.</i>
24.	Supporting children with medical conditions and managing medicines Policy	<i>This policy is based upon the most recent Government advice. Pupils with medical conditions will have the same right of admission to our School as other pupils and will not be refused admission or excluded from School on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.</i>