

Portsmouth Primary School - Policy Schedule 2023/2024

Document	Document Type	Review	School link	Governor	Last Review	Next Review
Statutory Policies						
Accessibility plan	Statutory policy	Annual		Peter/Tracy	Sep-22	Sep-25
Admission Arrangements	Statutory policy	Annual			Jul-23	Jul-24
Behaviour in schools (Relationships & Behaviour Policy)	Statutory policy	Annual		Andrew	Oct-23	Oct-24
Behaviour principles written statement	Statutory policy	Annual		ALL	Oct-23	Oct-24
Capability of staff - See MOPP	Statutory policy	Annual				
Charging and Remissions	Statutory policy	Annual		Nerys	Oct-23	Oct-24
Child Protection and Safeguarding Policy	Statutory policy	Annual		ALL	Sep-23	Sep-24
Children with health needs who cannot attend school	Statutory policy	Annual		Peter/Siun	Nov-22	Nov-23
Data Protection	Statutory policy	Annual		Peter/Tracy	Nov-22	Nov-23
Designated teacher for looked-after and previously looked-after children	Statutory policy	Annual		Peter/Siun	Nov-22	Nov-23
Early career teachers (ECTs)	Statutory policy	Annual			Nov-22	Nov-23
Early years foundation stage (EYFS)	Statutory policy	Annual		Yelda	Oct-23	Oct-24
Equality information and objectives (public sector equality duty) statement for publication	Statutory policy	4 years / Annual		ALL	Jan-23	Jan-24
First aid in schools	Statutory policy	Annual		Peter/Tracy	Jul-23	Jul-24
Governors' allowances (schemes for paying)	Statutory policy	Annual		Nerys	Sep-22	Sep-23
Health and safety	Statutory policy	Annual		Peter/Tracy	Jun-23	Jun-24
Instrument of government	Statutory policy	Annual		Clerk	Oct-23	Oct-24
Relationships education	Statutory policy	Annual		Jan	Oct-23	Oct-24
School complaints	Statutory policy	Annual		Andrew	Oct-23	Oct-24
School Exclusion	Statutory policy	Annual		Andrew	Jul-23	Jul-24
Special educational needs and disability	Statutory policy	Annual		Peter/Siun	Jan-23	Jan-24

Staff Code of Conduct	Statutory policy	Annual		Andrew	Jul-23	Jul-24
Statement of procedures for dealing with allegations of abuse against staff	Statutory policy	Annual		Jan		
Supporting pupils with medical conditions	Statutory policy	Annual		Peter/Siun	Oct-23	Oct-24
Teachers' pay	Statutory policy	Annual		Nerys/All	Nov-22	Nov-23
Live Documents						
Careers guidance: details of your careers programme and a provider access statement	Statutory live document		N/A			
Health and Safety report	Statutory live document		Termly H&S Monitoring by the Governors			
Premises management documents	Statutory Documents	Annual	Monitored during H&S Monitoring by Governors.			
Protection of biometric information of children in schools and colleges	Statutory live document		N/A			
Register of business interests of headteachers and governors	Statutory live document	Annual	n/a	Clerk	Sep-23	Sep-24
Register of pupils' admission to school and attendance	Statutory live document		Live Document - Internal			
School information published on a website	Statutory live document		Termly Review of Website undertaken by the Governors			
Single central record of recruitment and vetting checks	Statutory live document		Termly SCR and Safeguarding Monitoring by the Governors			
Governance						
Governing Body Terms of Reference	Terms of Reference	Annual	NA	Andrew	Sep-23	Sep-24
Headteacher Performance Management Committee Terms of Reference	Terms of Reference	Annual	NA	Jan	Sep-23	Sep-24
Vision, Values and Ethos with Mission Statement		Annual	HT	ALL		Jan-24
Best Value Statement (with budget May)	HCC requirement	Annual	Finance manager	Nerys	May-23	May-24
Code of Conduct for Governors	Internal GB docs	Annual	NA	ALL	Oct-23	Oct-24
Virtual Attendance at Governor Meetings	Internal GB docs	Annual	NA	ALL	Oct-23	Oct-24
Non-Statutory						

PCC MOPP		Annual		ALL	Sep-22	Sep-23
PCC Finance SLA		Annual		ALL	Sep-22	Sep-23
Anti-Bullying Policy		Annual		Andrew	Oct-23	Oct-24
Collective Grievance and Grievance Policy		Annual		Jan	Nov-22	Nov-23
Dignity at Work, Harassment and Bullying		Annual		Andrew	Nov-22	Nov-23
Educational Visits and Curriculum Visitors to School Policy		Annual		Yelda	Mar-23	Mar-24
E-Safety Policy		Annual		Peter/Tracy	Apr-23	Apr-24
Health Protection in Education (Isolating Children)		Annual		Peter/Siun	Mar-23	Mar-24
Lockdown Procedures		Annual		Peter/Tracy	Jun-23	Jun-24
Mini Bus Policy		Annual		Jan	Jun-23	Jun-24
Mobile Phone Policy		Annual		Nerys	Apr-23	Apr-24
Reasonable Force Policy		Annual		Peter/Siun	Nov-22	Nov-23
Remote Learning Policy		Annual		Peter/Siun	Jun-23	Jun-24
Security Procedures		Annual		Peter/Tracy	Jun-23	Jun-24
Social Media Policy		Annual		Peter/Tracy	Apr-23	Apr-24
Whistleblowing Procedures		Annual		ALL	Sep-22	Sep-23