

	A	B	C	D	E	F	G	H	I	J
1	available on website	Signed copy in office file	A	Statutory Policies Required by Education Legislation	Available via website to:	Status/Last Updated	Frequency	Next Review Due	Sign Off Responsibility	Responsible Committee
2	Y	Y	1	Staff Capability Policy and Procedure	Governors Only	Mar-25	3 years	Mar-28	F&R Chair	F&R
3	Y	Y	2	Charging and Remissions Policy	Public	Mar-25	3 years	Mar-28	F&R Chair	F&R
4	Y	Y	3	Behaviour Policy	Public	Mar-24	3 years	Mar-27	Headteacher	Headteacher
5	Y	Y	4	Relationships, Health and Sex Education Policy	Public	Jul-26	Annual	Jul-27	SAC Chair	SAC
6	Y	Y	5	Special Educational Needs and Disabilities Policy	Public	Nov-25	Annually (live)	Nov-26	GB	SAC
7	Y	Y	6	Teacher Appraisal Policy	Governors Only	Mar-26	annually	Mar-27	F&R Chair	F&R
8	Y	Y	7	Teacher Pay Policy	Governors Only	Mar-26	annually	Mar-27	GB Chair	Pay Panel
9			B	Statutory Policies required by other legislation which impact particularly on schools						
10	Y	Y	8	Data Protection (GDPR Compliant) Policy	Public	Jul-26	2 years	Jul-28	GB	All Governors
11	Y	Y	9	Health and Safety Policy	Public	Mar-25	2 years	Mar-27	GB	F&R
12			C	Other Statutory Policies						
13	Y	N	10	Admission Policy and Arrangements	Public	Jan-26	Annually	Jan-27	AC Chair	AC
14	Y	Y	11	Accessibility and Disability Policy	Public	Nov-24	3 years	Nov-27	SAC Chair	SAC
15	Y	Y	12	Governors' Behaviour Principles (written statement)	Public	Mar-26	Annually	Mar-27	GB	SAC
16	N	N	13	Central Record of recruitment and vetting checks	School Office	n/a	Live	n/a	Headteacher	Safeguarding Governor
17	Y	Y	14	Complaints Policy and Procedure	Public	Mar-26	Annually	Mar-27	SAC Chair	SAC
18	Y	Y	15	Freedom of Information Policy	Public	Mar-25	3 years	Mar-28	F&R Chair	F&R
19	Y	Y	16	Governors Allowances Schemes for Paying (we call Expenses Claims Policy)	Governors Only	Nov-25	3 years	Nov-28	F&R Chair	F&R
20	Sep	N	17	Home-School Agreement Document	Public	Jan-24	3 years	Jan-27	Headteacher	Headteacher
21	Y	Y	18	Instrument of Government	Governors Only	Sep-25	3 years	Sep-28	GB	All Governors
22	Y	Y	19	Minutes of and papers considered at meeting of Governing Body and its Committee	Governors Only	on going	Live	on going	Clerks	ALL
23	Y	N	20	Premises Management Documents	School Office	on going	Live	on going	F&R Chair	F&R/Health & Safety Governor
24	Y	Y	21	Equality Policy	Public	Nov-25	annually	Nov-26	GB Chair	Headteacher
25				Equality Objectives		Nov-25	Annual	Nov-26	GB	GB
26	Y	N	22	School information published on the website (contained within 8 Data Protection)	-	-	-	-	-	SAC
27	Y	N	23	Register of Business Interests of Headteacher and Governors	Public	on going	Annually	on going	GB	Clerks
28	N	N	24	Register of pupils' admission to school	School Office	on going	Live	on going	AC Chair	AC
29	N	N	25	Register of pupils' attendance	SIMS	on going	Live	on going	Headteacher	Headteacher
30				Staff Grievance Policy and Procedures		Mar-26	3 years	Mar-29	GB	
31	Y	Y	26	Disciplinary Policy and Procedures	Governors Only	Nov-23	Legal req - 3 years	Nov-26	GB	All Governors
32			D	Documents referenced in statutory guidance						
33	Y	Y	27	Safeguarding and Child Protection Policy and Procedures	Public	Sep-25	Annually (live)	Sep-26	GB Chair	GB
34	Y	Y	28	Early Years Foundation Stage (EYFS)	Public	Jul-25	3 years	Jul-28	SAC Chair	SAC
35	N	N	29	Managing Allegations of Abuse Against Staff Policy	Governors Only	Nov-23	3 years	Nov-26	F&R Chair	F&R
36	Y	Y	30	Medical Conditions Policy	Public	Jul-24	3 years	Jul-27	SAC Chair	SAC/F&R
37		Nov		Early Careers Teachers Policy (previously Newly Qualified Teachers Policy)		Nov-24	3 years	Nov-27	F&R Chair	F&R
38			E	Other Policies Adopted by the School						
39				Acceptable Use Policy Governors		Jul-24	3 years	Jul-27		
40				Acceptable Use Policy Teaching Staff		Jul-24	3 years	Jul-27		
41				Acceptable Use Policy Admin Staff		Jul-24	3 years	Jul-27		
42	Y	Y		Assessment, Marking and Feedback Policy	Public	Jul-24	3 years	Jul-27	SAC Chair	SAC
43				Anti-Bullying Policy (to be read in conjunction with Behaviour and Discipline Policy)	Public	Mar-25	3 years	Jul-27	SAC Chair	SAC
44				Allergy and Anaphylaxis Policy	Public	Jul-26	annually	Jul-27	F&R Chair	F&R

	A	B	C	D	E	F	G	H	I	J
45		Y		Asthma Policy	Public	Mar-26	3 years	Mar-29	F&R Chair	F&R
46	Y	Y		Attendance Policy	Public	Jul-26	3 years	Jul-28	SAC Chair	SAC
47				Breakfast Club Policy	Public	Nov-23	3 years	Nov-26	F&R Chair	F&R
48				Parents and Carers Code of Conduct Policy	Public	Jul-24	3 years	Jul-27	GB Chair	All Governors
49	Y	Y		Collective Worship Policy	Public	Jul-26	3 years	Jul-29	SAC Chair	SAC
50				Confidentiality Policy	??	Mar-25	2 years	Mar-27	GB Chair	FGB
51				Covid 19 - School Policy Bereavement Guide for those responding to the first communication of tragic news		Jul-20	1 year	Jul-21		All Governors
52				Covid 19 - School Closure Procedures for Safeguarding and Child Protection at HTS		Jan-21	1 year	Jan-22		All Governors
53				Data Retention Policy (GDPR Compliant)	Public	Jul-26	2 years	Jul-28	GB Chair	All Governors
54				Dignity at Work Policy		Mar-25	3 years	Mar-28	F&R Chair	F&R
55	Y	N		Disposals Policy	Governors Only	Mar-25	3 years	Mar-28	F&R Chair	F&R
56	Y 2012	N		Online Safety Policy (previously called Internet Safety Policy)	Public	Mar-26	3 years	Mar-29	SAC Chair	SAC
57				Extra-Curricular Policy	Governors Only	Jul-25	3 years	Jul-28	SAC Chair	SAC
58				Exclusion and Suspension Policy		Mar-26	2 years	Mar-28	SAC Chair	SAC
59	Y	Y		Finance Policy	Governors Only	Mar-26	annually	Mar-27	F&R Chair	F&R
60	N	N		Forest School Policy	Public	Nov-25	4 years	Nov-29	SAC Chair	SAC
61	Y	N		Governing Board Terms of Reference	Governors Only	Sep-25	annually	Sep-26	GB Chair	GB
62				Governing Board Code of Conduct	Governors Only	Sep-25	3 years	Sep-28		
63				Governor Visits Policy and Procedures	Governors Only	Mar-26	3 years	Mar-29	Headteacher	SAC
64	Y	Y		Handwriting Policy	Public	Mar-26	6 years	Mar-32	SAC Chair	SAC
65				Health and Safety: Accident and Incident Procedures	Governors Only	Nov-24	3 years	Nov-27	F&R Chair	F&R
66										
67				The Holy Trinity Way (Pedagogy Policy)		Sep-24	3 years	Sep-27	SAC Chair	SAC
68	Y	Y		Intimate Care Policy	Public	Nov-23	3 years	Nov-26	SAC Chair	SAC
69				Lettings Policy	Governors Only	Jul-26	Annual	Jul-27	GB Chair	F&R
70	Y	N		Local Offer by RBWM	Public	live online link	Live	Live	SAC Chair	SAC
71				Looked After and Previously Looked After Children Policy		Jul-25	3 years	Jul-28	SAC Chair	SAC
72	Y	Y		Managing Allegations against other pupils Policy - Safeguarding	Governors Only	Nov-24	3 years	Nov-27	SAC Chair	SAC
73	Y	Y		Managing Staff Sickness and Absence Policy	Staff/Governors	Mar-25	3 years	Mar-28	F&R Chair	F&R
74				Mobile Phone Policy	Public	Mar-25	2 years	Mar-27	F&R Chair	F&R
75				Monitoring and Evaluation Policy and Procedures	??	Nov-23	3 years	Nov-26	SAC Chair	SAC
76	N	Y		Outdoor Education and Visits Policy	Public	Jul-25	3 years	Jul-28	SAC Chair	SAC
77				Positive Handling Restrictive Interventions Policy	Public	Jul-26	3 years	Jul-29	SAC Chair	SAC
78	Y	Y		Prevent Policy (Safeguarding against extremism and radicalisation)	Public	Nov-24	3 years	Nov-27	SAC Chair	SAC
79				Pupil Premium Policy		Nov-25	4 years	Nov-29	F&R Chair	F&R
80	Y	Y		Pupil Premium Strategy Statement	Public	Nov-24	3 years	Nov-27	SAC Chair & F&R Chair	SAC & F&R
81				Religion and World Views Education Policy	Public	revised Mar-26	3 years	Jul-27	FGB	FGB
82				Remote Learning Policy and Agreement		Nov-23	3 years	Nov-26	SAC Chair	SAC
83	Y	Y		Safer Recruitment Policy	Public	Jul-26	annually	Jul-27	F&R Chair	F&R
84	Y	N		SEN Information Report	Public	Nov-25	annually	Nov-26	SAC Chair	SEN
85				Schools Financial Value Standard SFVS - FMSIS	Governors Only	Jan-26	annually	Jan-27	F&R Chair	F&R
86	Y	N		Sports Premium Statement	Public	Nov-25	annually	Nov-26	F&R Chair	F&R
87	N	Y		Staff Code of Conduct Policy & Guidelines. Safe working practices for the Protection of	Governors Only	Mar-26	2 years	Mar-28	F&R Chair	F&R
88				Staff Induction Policy		Nov-23	3 years	Nov-26	F&R Chair	F&R
89				Staff Mental Health and Well-Being Policy		Jul-26	3 years	Jul-29	SAC Chair	SACC
90	Y	Y		Teaching, Learning and Curriculum Policy	Public	Nov-24	4 years	Nov-28	SAC Chair	SAC
91	Y	Y		Visitors into School Policy	Public	Nov-24	3 years	Nov-27	F&R Chair	F&R
92	Y	Y		Volunteers into School Policy	Public	Nov-24	3 years	Nov-27	F&R Chair	F&R
93	Y	Y		Whistleblowing Policy	Governors Only	Nov-25	annually	Nov-26	F&R Chair	F&R
94				F Procedures (not requiring Governor ratification)						
95				Fire Drill Procedures	displayed in school	Sep-21	5 years	Sep-26	Headteacher	
96										
97				Key to colour coding;						
98				Policies to be developed						
99				Next policies due for review						
100				To next F&RC then GB						
101				for ratification GB						
102				To next SACC then GB						