

List of School Statutory Policies, Recommended for Adoption by School Governing Boards

MODEL POLICY/PROCEDURE	Version	Summary of Changes (where applicable)	Review Date
Absence Management Procedure	5	Reviewed Sept 17 – minor changes	September 2018
Adoption Leave Policy	4	Reviewed Sept 17 – minor changes	September 2018
Appraisal Policy for School Support Staff	3	Minor changes	September 2018
Appraisal Policy for Teachers	6	Reviewed Dec 17 – change to paragraph 'Teachers Experiencing Difficulties'	September 2018
Capability Procedure for Schools	3	Minor changes	September 2018
Code of Conduct for Schools	4	Changes to ensure code is appropriate for schools and includes disqualification by association	September 2019
Disciplinary Procedure All Staff Except Headteachers	4	Reviewed October 17 – minor changes	September 2018
Disciplinary Procedure for Headteachers	4	Reviewed October 17 – minor changes	September 2018
Fair Treatment Policy	4	Reviewed October 17 – minor changes	September 2019
Flexible Working Request An Employee's Right to ask for Flexible Working	4	No changes	September 2019
Grievance Procedure	3		April 2018
Guidance on ending Fixed Term Contracts	4	Reviewed October 2017 – minor changes	September 2019
Maternity Leave for Support Staff < 1 years service	3	No changes	September 2019
Maternity Leave for Support Staff > 1 years service	3	No changes	September 2019
Maternity Leave for Teachers < 1 years service	3	No changes	September 2019
Maternity Leave for Teachers > 1 years service	3	No changes	September 2019
Organisational Change Protocol – Schools	3	Reviewed Oct 17 – minor changes	September 2018
Parental Leave	3	No changes	September 2019
Paternity Leave (Ordinary Paternity and Support Leave/Attending Ante-Natal Appointments)	4		September 2019
Pay Policy 2017	2017	In line with STPCD changes	September 2018
Redeployment of School Based Staff	4	Reviewed Oct 17 – minor changes	September 2018
Redundancy Policy and Procedure (School Staff)	4	Reviewed Oct 17 – minor changes	September 2018
Safer Recruitment Toolkit	May 2017	http://schools.bracknell-forest.gov.uk/hr/safer-recruitment-toolkit	May 2018
Shared Parental Leave and FAQs	2	No changes	September 2019
Stress at Work	4	Reviewed Oct 17 – minor changes in terminology	September 2019
Substance Misuse Policy	4	Reviewed Oct 17 – minor changes in terminology	September 2019
Time off for Dependent's	4	Reviewed Oct 17 – minor changes in terminology	September 2019
Time off for Public Duties	4	Reviewed Oct 17 – minor changes	September 2019
Whistle-Blowing Procedure	3	Review date changed.	April 2018

NB Recognised trade unions have been consulted on and agreed the above policies/procedures. Should schools decide to use an alternative policy/procedure; the school will need to consult with staff and trade unions separately.

Guidance/Supporting Documents (No requirement to be adopted by Governing Boards)

These guidance documents will be reviewed as and when necessary, and schools will be informed of any changes:

- Disciplinary Allegations (information for staff facing allegations)
- Leave of absence during term time
- Probation Guidance for Support Staff