



St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Parent Document

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Approved:

Headteacher

Chair of Governors

1.0 Scope

1.1 This Parent Document covers all policies within the school environment. It covers all areas of policy, which cross or are inter-linked and must be used in conjunction with each other.

2.0 Responsible Persons

2.1 The Headteacher has overall responsibility for this Parent Document and all policies within the School.

2.2 Each subject manager is responsible for the policies within their subject area.

2.3 Each governor will be responsible for key areas within the school and will assist in the policy areas. Policies will be presented by subject managers to and/or formulated within, the curriculum committee. The full governing body will ratify each policy.

3.0 Arrangements for Review and Feedback

3.1 Curriculum policies shall be subject to annual review by the subject manager and amended in line with any DfES changes.

3.2 The Curriculum Committee shall review all other policies when new requirements are introduced or amendments to existing documents are needed.

3.3 Feedback on the operation or content of the policies shall be to the Headteacher.

3.4 Review of the policies shall include consideration of:

- Changes in legislation
- Changes in curriculum
- Changes in DfES instructions
- Changes introduced by the LEA
- Changes in the school environment
- Results of feedback

4.0 Introduction of new Legislation and Policy

4.1 The Headteacher is responsible for determining the introduction and overall direction of policies.

4.2 School staff are responsible for implementing the policies and integrating them into their working arrangements and for policy feedback.

5.0 Consultation

5.1 Drafts of new or amended policies shall be sent to the Curriculum Committee for comment.