

# Meltham CE (C) School



## Policy Writing Policy

Policy Date:	2016	Version:	1.3
Policy Author:	M Hinkin		
Approved by:	Chair of Governors: Mr P White		
Review Date:	2020		

### 1.0 Aims

The aims of this policy are:

- to provide a consistent framework for the structure and appearance of school policies
- to provide a naming and numbering method for school policies
- to provide guidance on writing and reviewing policies

### 2.0 Roles and Responsibilities

It is the responsibility of anyone writing or reviewing a school policy to:

- comply with these guidelines on structure and naming / numbering
- produce or amend the Policy Review Record Sheet (Appendix 4.1) and file it in the Policies folder in the School Business Manager's Office
- ensure that the policy is approved by the appropriate person(s) or committee and a review date is set
- ensure that the policy is listed in the Policy Index at the front of the Policies file
- ensure that the policy document is stored electronically at the appropriate location

### 3.0 Policy

#### 3.1 Naming and Numbering

Policy documents are named according to the following convention: '[Year] [Name] Policy' and

a field including this filename is included in the footer of each page of the document.

Policies are numbered starting at Version 1.0. Reviews which result in minor updates will cause the version number to change to 1.1, 1.2 etc. Reviews resulting in major changes will cause the version number to change to 2.0, 3.0 etc. Note that 1.9 may be followed by 1.10 and then 1.11 and that a document version number can change from, for example, 1.5 directly to 2.0 or 2.3 directly to 3.0 depending on the scale of the changes required.

The version number is included in the table on the front page of each policy.

## 3.2 Policy Review Record Sheet and Index

Each policy has a Review Record Sheet which is stored in the Policies File in the School Business Manager's office. A paper version of the policy may also be stored in this file.

The Policy Review Record Sheet details the policy author, approver(s) and the current policy version and date and when it is next to be reviewed. When a policy is reviewed the changes to the policy (if any) and any comments are written on this sheet and the version number is updated as detailed in section 3.1. A next review date is set and recorded on the Policy Review Record Sheet and on the Policy Index at the front of the file.

The Review Record sheet is also used to suggest minor additions and changes to be made to a policy before its review date. When a policy is reviewed these comments are considered and incorporated if agreed.

Policies are reviewed regularly; some are reviewed annually and some less frequently. The review period may be set by law but otherwise is generally set by the governing body and may be altered if required. When policies are reviewed the opportunity is taken to consider how the policies may be improved, whether they are still a true reflection of the school, and whether there are any additions that are required. The need for change may be statutory or driven by changes in the curriculum, or in personnel, or best practice.

## 3.2 Policy Appearance

Policies are based on the Meltham CE School Policy Template (Appendix 4.2). The first page of the policy includes the school logo, the policy name and a table for the date, version number and author as well as the approver's name and review date.

The standard typefaces and sizes are:

Main Headings (1.0 etc)	Gill Sans MT	18pt
Sub Headings (1.1, 1.2, etc)	Gill Sans MT	14pt
Other text	Gill Sans MT	12pt

Appendices are numbered 4.1, 4.2 etc.

## 3.3 Policy Content

3.3.1 Section 1.0 Aim - The aim is the aim of the policy document, not the aim of the curriculum area or aspect of operation to which the policy refers. Usually policies are required

to provide consistency, a common approach that is in line with the school ethos, to ensure that everyone is working in the same way, or to provide an agreed framework for working. They also allow collective decisions, for example by the governing body or the senior leadership team, to be made in advance so that all parties are treated equally and fairly.

Curriculum policies include the wording '*The aim of this policy is to provide a high quality consistent approach to [curriculum area] teaching and learning*'.

Policies may be statutory or non-statutory; if they are statutory then the school has a legal obligation to have and comply with that policy and one of the aims may be to comply with legal requirements. If a policy is non-statutory then the aims are considered very carefully to ensure that the policy is of value.

Policies are live documents that define how the school operates and are a statement of what actually happens. They are not an action plan or a set of instructions.

3.3.2 Section 2.0 Roles and Responsibilities - This section may be quite short, can name a particular member of staff or a job title, for example 'Headteacher' 'School Business Manager' or 'Governor responsible for Health and Safety'. Parents are not generally included in this section as this is often difficult to enforce, although there are notable exceptions in the Admissions and Attendance policies.

Subject policies include four levels of responsibility: the Governing Body, the SLT, the subject manager and the classteacher.

3.3.3 Section 3.0 Policy - This section contains the statements that reflect what actually happens in the school and may be set out in various ways, whatever is the most logical way for that individual policy. Policies are written as concisely and succinctly as possible and bullet points are often used to achieve this.

Policies are written to avoid duplication and sections on, for example, equality, inclusion, behaviour (anything for which there is already a separate policy) are not normally required but may be referred to if necessary.

A policy review section is not required as this is included in the table on the first page.

3.3.4 Section 4.0 - Appendices - These are any extra sections referred to in the main policy and contain supporting information. They may include templates, flow diagrams and forms.

## 4.0 Appendices

### 4.1 Policy Review Record Sheet

#### Meltham CE School Policy Review Record

Policy Name:	
Section:	
Policy Date:	
Policy Author:	
Approved by:	

Version	Review Date	Comments and Changes	Review Governor Signature

## 4.2 Policy Template

# Meltham CE (C) School



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## Policy

Policy Date:		Version:	
Policy Author:			
Approved by:			
Review Date:			

### 1.0 Aims

### 2.0 Roles and Responsibilities

### 3.0 Policy

### 4.0 Appendices