

# Newport Infant School

## Policy Protocol Policy

Date of Policy Creation	January 2011
Policy Lead	Rebecca Overthrow
Date of Policy Adoption by Governing Body	24 March 2011
Frequency of review	Three yearly
Review Due	January 2014

## Newport Infant School Policy Review Protocol

All policies to be formatted to reflect the amended corporate style of Newport Infant School.

Administrator to alert Policy Lead, and email most recent policy with date for deadline of submission. This date is to be entered into the school calendar.

When the Administrator has received the amended policy from the Policy Lead the Administrator will email a copy to all teachers and relevant staff and governors as appropriate for comment. The email will contain the request for comments/response by a specified date. This date is to be entered into the school calendar. At the specified date the collated comments and responses will be emailed by the Administrator to the Policy Lead and Headteacher to consider: the email will contain a date when the Policy Lead should submit the final copy. This date will be noted in the school calendar.

The final policy will be converted into Adobe, and sent to Gill Richards, in Schools Governance for inclusion in the Agenda for the next meeting of the Full Governing Body. A copy of the policy in Word format will be stored on the K:drive/Policies/Reviewed Policies folder.

After approval by the Governing Body, the policy will be given to the Administrator for any final amendments. The front sheet will be amended to reflect review dates, Policy Lead information etc. The policy review date will be entered onto the electronic calendar with the appropriate recurrence (eg annually, every three years)

The final approved policy will be converted into Adobe and stored on the T:drive/Policies 2011 (folder name to be amended to reflect current year), in order for the policy to be accessible to all staff in school.

One copy of the policy will be printed and put in the Policies folder held in the Staffroom. All members of staff on our establishment list, including volunteers, students and work experience agree to work under the policies in place, agreed by the Governing Body, and in line with our Policy Protocol.

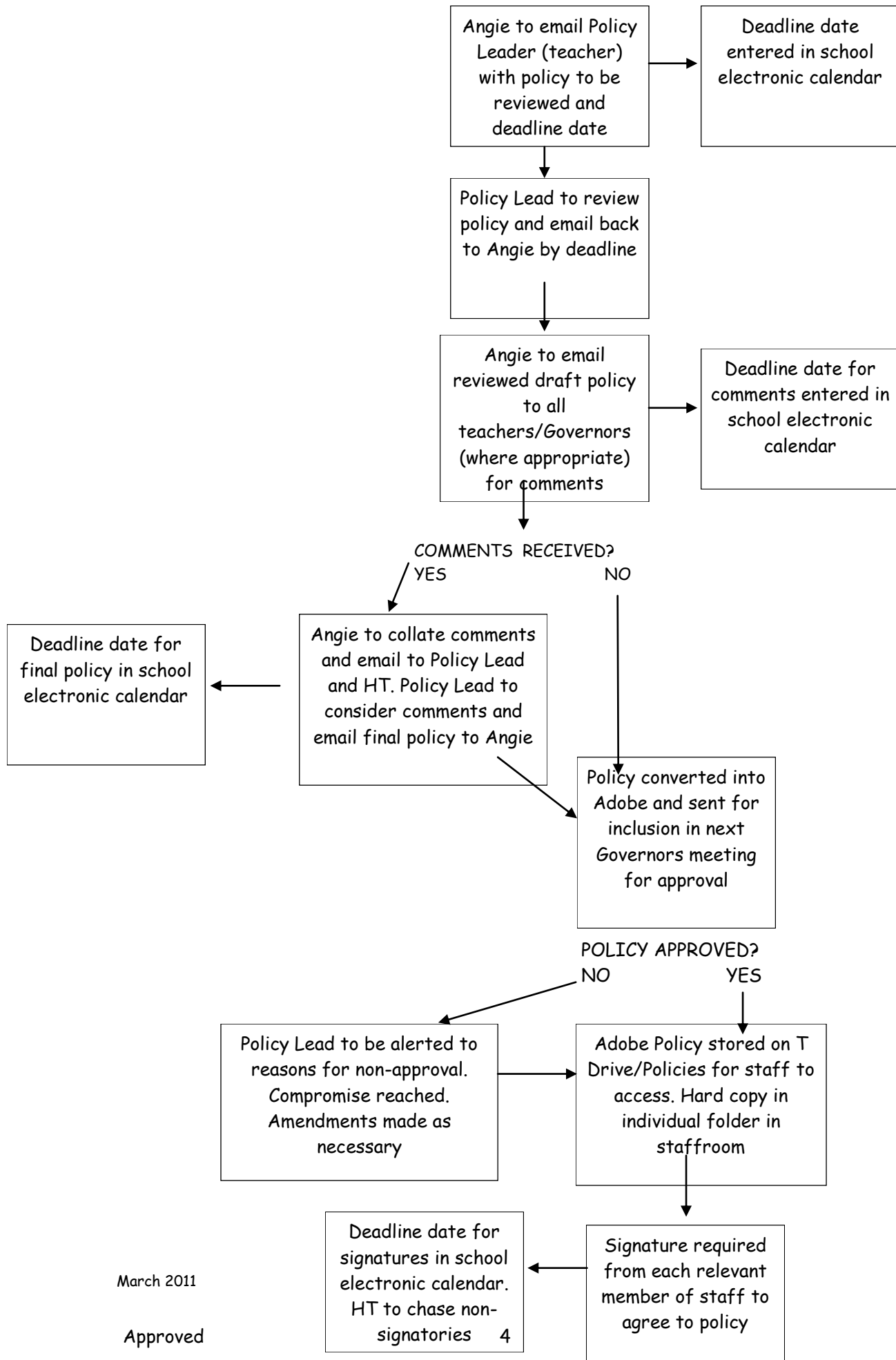
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Any Telford and Wrekin policies adopted by Newport Infant School will have the Header:

This policy covers .....

It is the policy of Newport Infant School to follow the Telford and Wrekin ..... Policy. This is included in the Appendix (1) and will include an addendum for any local arrangements particular to our individual setting that deviate from the Telford and Wrekin Policy.

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March 2011

Approved