HELLESDON HIGH SCHOOL

Guidelines for Authors of Hellesdon High School Policies - Standard Terminology and Formats

Agreed by the Governors' Policy Review Committee: 6th July 2011

1. Introduction

To ensure consistency of identification, review, presentation and use of agreed terminology in all Hellesdon High School Policies, authors are requested to conform to the standards described below.

The procedure for preparation, review, ratification and issue of Hellesdon High School Policies is described in the flow chart in Appendix 1.

Any queries or concerns regarding the content of policies or the process for ratification should be directed to the Chair of the Governors' Policy Review Committee in the first instance.

2. Standard Policy Template

a, A standard template is provided for use with all new and revised policies. This is available from Sharon Norris, Clerk to the Governor's Policy Review Committee (GPRC). An example is contained in Appendix 2.

The table at the top of the first page is intended for administration use and will be deleted from the master signed hard copy prior to publication.

b, All policies shall be given a unique identifying reference number (allocated by the GPRC Clerk) and a title. An issue number shall be allocated from 01 at the first issue (or first review into the new format) and shall be progressed sequentially at each subsequent review (02, 03 etc) The review period shall be determined by the GPRC in consultation with the author.

Details of the Title, Reference and Issue numbers shall be included in the footer along with the page number.

c, Standard format for text is **Arial 12pt** (to conform with Disability Discrimination Act (DDA) guidelines).

d, Where making amendments to an existing policy, amendments should be made in RED text for ease of identification of changes during the approval process. These amendments will be changed back to black for final publication.

e, Two Optional and three Compulsory Standard Headings are included in the template (see example in appendix 2). Additional Section Headings for the main body of the text should be numbered sequentially. Sub Sections should be lettered (a, b, c etc) or 'bullet pointed' as appropriate. Headings may be in bold and/or underlined as appropriate.

3. **Standard Terminology**

a, The following terms shall be used in policies unless there is suitable justification by the author for an alternative term:

Standard Terminology	Notes
Parent/Carer	Not 'Parent' on its own. Title capitals to be used.
student	In place of pupil, child etc unless referring to a Parent/Carer's 'child'. Capital 'S' only if beginning a sentence.
School	Capitalised 'S' when referring to Hellesdon High School as 'the School'
Head Teacher	Two words, capitalised.
Deputy Head Teacher	Not Deputy Head, capitalised
Assistant Head Teacher	Not Assistant Head, capitalised
Governor, Governors, Governing Body	Always capitalised
Chair	Capitalised, not Chairman or Chair Person
Sixth Form	Capitalised, in words – not 6th or VI
website	All one word, not hyphenated
ICT	Used to mean Information & Communication Technology – not 'IT'
:	Not **:-**

b, Where abbreviations are used, the full title with the abbreviation in brackets should be used the first time it appears in the text. (eg 'Special Educational Needs Coordinator (SENCo)' etc)

c, In general all named job titles should be capitalised.

d, Policies should be written in the **third** person.

4. **Equality Impact Assessment**

Authors should give consideration to the policy's conformance with Equality legislation and guidelines to ensure that:

Everyone in the School Community is given equal value and opportunity regardless of their gender, age, disability, race, ethnic origins, language, religion or sexual orientation.

An Equality Impact Assessment must be completed by the author for each new or revised policy to ensure that, where possible, policies do not discriminate against particular members of the School Community. The template is available from the GPRC Clerk. EIAs will be reviewed by the GPRC along side the policy during the ratification process.

Further advice can be found at the Department for Children, Schools and Families website: www.dcfs.gov.uk/des/ or from a member of the GPRC.

Appendix 1 – Policy Review Procedure

WHO		WHEN
Governing Body	Policy Review Committee Meeting dates agreed and published for coming school year	Annually at 1st GB meeting in Sept
Governors Policy Review Committee (GPRC) with Leadership Team (LT)	List of required policies is agreed. Authors (LT) are allocated and timescales and revision dates are set and monitored.	Review at least annually by GPRC
GPRC	Standard policy template (headers/footers) and terminology guide agreed and made available to authors.	Review annually
GPRC Clerk	List of agreed policies and target revision dates maintained. Master template, master electronic copies and master signed hard copies controlled.	Ongoing
GPRC Clerk	Author responsible for next revision prompted during half term preceding revision date.	Preceding half term
Author	Draft revision and EIA provided by author and format 'tidied' (if required) by admin team. Sent to GPRC Chair for review/distribution	1 month prior to review date/next GPRC meeting
Chair of GPRC	Draft issued to Committee members by e-mail. Other Governors co-opted into review according to specialisation/training (eg SEN, Safeguarding, Equality, H&S etc)	Min 3 weeks prior to next GPRC meeting
GPRC members/co-opted Governors	Draft checked for content, ambiguity, and compliance with equality guidelines etc. Comments collated by Committee Chair.	Within 10 days of receipt of e-mail

Are proposed modifications extensive or ...

NO:

Chair of GPRC — Send collated comments to Clerk for incorporation. Add to agenda of next review committee meeting where ratification will be confirmed.

GPRC/Chair — Policy ratified and EIA reviewed. Master hard copy of Policy signed by committee chair.

Clerk / Web Manager — Policy (pdf version) updated on web site. Superseded copies (electronic and hard copy) removed form circulation. Memo added to staff bulletin regarding availability. Master List updated with next review date.

Governing Body — Policy implementation and effectiveness monitored

YES:

Chair of GPRC — Collated comments held until next review committee meeting. Author invited to attend meeting to discuss prior to final amendment and ratification.

Amendments agreed?

YES — (back to Policy ratified...)

NO — **Chair of GPRC** — Refer back to author. Resolve disputes with LT if required.

PLEASE INDICATE ANY POLICY AMENDMENTS IN RED TYPE – Thank you		
Date	**Action**	**Completed by**
	Policy sent to author for revision	
	Policy amended and returned to GPRC Clerk	
	Policy e-mailed to Chair for proof reading and distribution	
	Policy e-mailed to Governors' Policy Review Committee for comments/amendment	
	Final version of Policy returned to GPRC Clerk	
	Policy to be presented for ratification at meeting on:	
	Amended Policy e-mailed to Web Manager	
	Notice of updated Policy placed in Staff Bulletin	

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POLICY TITLE

Policy Reference: (see GPRC clerk)   Review Frequency: (in years)
Issue Number: (01, 02 etc)   Next Review Date:
Author:

Ratified by the Governors' Policy Review Committee on: {date}

Signed: --

Chair

1.   Introduction

*This is an **optional** Heading which may be used to give a brief background to the reason for the policy if new (eg due to introduction of legislation, new school objective, consultation with stakeholders etc.) and/or to note any significant changes since its original issue. (Delete if not required). For example:*

'This Policy Template and Guidelines to Policy Authors were originally created in March 2010 after consultation with Governors and Leadership Team to provide a standardised approach and visual identity to all Hellesdon High School Policies. They were further revised in 2011 to include key standard Headings to ensure additional consistency in content and layout.'

2.   Aims

*This is a **compulsory** heading where the aims of the policy (what we are trying to achieve) should be clearly stated. For example:*

'To ensure that all Hellesdon High School Policies:

- are prepared in a standard format using a consistent approach and style
- have been appropriately assessed for their compliance with Equality and other appropriate legislation
- are reviewed, ratified by the Governing Body and their issue controlled and publicised
- are monitored for effective implementation and remain appropriate and up to date. '

3.   Roles & Responsibilities

*This is a **compulsory** section where the key personnel and their main responsibilities should be summarised. For example:*

'a,   *The Governing Body* (delegated to the Governors' Policy Review Committee (GPRC))is responsible for:

- agreeing and publishing a standard policy template and guidelines for authors.
- reviewing and ratifying proposed policies (including a review of any Equality and other legal implications) and agreeing revision dates
- monitoring the implementation and effectiveness of policies

b,   *Policy Authors* are responsible for:

- adhering to the Guidelines for Policy Authors and using the correct templates as provided
- ensuring policies are reviewed and submitted for ratification in line with the agreed schedule
- assessing and documenting the compliance of the draft policy to Equality Legislation (Equality Impact Assessment (EIA))
- ensuring policies conform to current legislation and are in line with the School's Ethos and Relevant area of the School Development Plan

c,   The *Leadership Team* are responsible for:

- implementation, reporting on and development of new and existing policies

d,   The *Clerk to the GPRC* is responsible for:

- maintaining master templates and master electronic and hard copies of policies and EIAs
- prompting authors when policy revisions are due and maintaining the Policy Index and revision dates
- publication of ratified policies onto the School Website via the Web Manager and notification of staff via Staff Bulletins.

4. Body of Policy Section Heading (change headings & numbers as appropriate)

Use this section for the main body of text relating to the policy and divide into subsections as appropriate.

a,   Sub section text here:

- point related to sub section
- another point

b,   Next sub section text

5. Next Section Heading…etc.

a,   etc

6. Monitoring & Effectiveness

*This is a **compulsory** section (please number according to previous sections dependent on main body of text) to describe the ways in which the implementation and effectiveness of the policy will monitored. For example:*

'The GPRC will report to the full Governing Body on a termly basis regarding which policies have been ratified or are scheduled for review and any issues arising.

The GPRC will instigate an annual survey to determine how well publicised and understood are those policies which have been issued or reviewed in the previous 12 months.

The Chair of the GPRC will review ongoing compliance of Policy Authors with the Guidelines and Template and report regular or significant discrepancies to the Leadership Team.

The Leadership Team will report to the Governing Body any changes to legislation or procedure so that their impact on new or existing policies may be assessed.

Effectiveness of individual policies will be monitored as described in this section within the specific policy.'

7. Related Policies & Procedures

*This is an **optional** section to list any related or cross referred policies and/or procedures (delete if not required). For example:*

Equality Policy
Guidelines for Policy Authors

The template also contains a footer as shown below which should be completed with the relevant policy number/title and issue.