

Hinchliffe Mill Junior and Infant School

Policy for Policy Writing

(Revised March 2013)

Clearly written policies inform staff about the way in which the curriculum is taught in school, the way we approach issues related to the children, and administrative issues. Some of these are legal requirements and have to be approved by the Governing Body. They give permission for the school to act in a particular way.

Policies should be coherent and concise, an informative practical guide to the area. They should be accessible to all staff and governors and available to parents on request. They should outline what the school intends to do and why. There should be consultation with the staff about each policy.

A suggested set of headings is given below: this gives us a 'house style' which should make it easier to find information in each policy.

Aims

Objectives

Methodology

Planning

The Role of the Teacher

Resources

Assessment and Record Keeping

Monitoring and Evaluation

Target Setting

Information Communication Technology

Homework

Special Educational Needs

Communication with Parents

Display

The role of the co-ordinator

Liaison

Targets

This Policy will be reviewed on a biennial basis.

Ensure that policies are written in plain English and try to use bullet points for the information as these are easier to follow.

All are produced so that they can be saved to computer and edited easily and a copy of each is on the office computer. Each policy should be reviewed by the person responsible for them every other year. All our main policies are available on the school web site as part of the freedom of information policy.

R E Noble March 2013