



QGP LTD

Autumn 2008 – Quick Update 17

QGP's School Management Documents are divided into 5 Divisions:

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GOV12 Schools Forming Companies: Points of Law

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GOV14 Trade Unions and School Management
GOV15 Employment Tribunal Procedures
GOV16 Annual Reports and Parents' Meetings
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GOV18 Parent Councils for Foundation Schools
GOV19 School Governance (New Schools) (England) Regulations 2007
GOV20 (England) School Documents required by law (on CDONLINE and CM only, not on CD)
GOV20 (Wales) School Documents required by law (on CDONLINE and CM only, not on CD)
GOV21 School Governance: Federations (England)
GOV22 Collaboration between Maintained Schools and FE
GOV23 Promoting Community Cohesion

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DA2	Employment Practices: Data Protection Code
DA2A	Data Protection and Confidentiality Policy
DA2B	Data Protection Policy for Pupils: Independent Schools
DA3	Freedom of Information: Points of Law
DA3A	A Guide for Maintained Schools on the Full Implementation of the Freedom of Information Act from January 2005
DA3B	Freedom of Information: Checklist for Action on Receipt of a Request for Information
DA3C	Freedom of Information Policy
DA4	Public Interest Disclosure Act 1998: Points of Law
DA5	Example of a Policy on Public Interest Disclosures: A Whistleblowing Policy
DA6	References for Staff: Points of Law
DA7	Time Limits for the Retention of School Records
DA8	Information and Consultation Regulations (ICER)
DA8A	Example of an Information and Consultation with Staff Policy
DA9	Provision of Information and Checks by Independent Schools
DA10	Copyright and Recording
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DA12	School Workforce Information
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SCHOOL ORGANISATION

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SO1	School Organisation
SO2	School Organisation: Academies
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SO4	Ofsted Inspections: England
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Finance (FE)

FE1	Public Expenditure as it relates to Schools
FE2	Financial Management in Schools
FE3	School Funding: the Roles and Responsibilities of Heads and Governors
FE4	Capital Funding
FE5	Capital Expenditure for Schools
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FE13	Example of a Charging and Remission Policy
FE14	Insurance Issues
FE15	Tax Issues
FE16	Charity Trustees: Independent and Maintained Schools
FE19	Financial Audits

Premises and Environment (PR)

PR1	Developing an Environmental Policy
PR2	Repairs and Maintenance
PR3	Powers, Responsibilities and Liabilities of the Governing Body and the Head
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PR6	Classroom and Facilities of the Future
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PR9	Environmental Issues
PR9A	Buildings: Managing Asbestos
PR10	Buildings and Facilities Audit and Checklist
PR11	Hiring and Letting
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PR14	Licensing Law and Schools
PR15	Energy Performance Certificates
PR16	Guidance on creating a bully-proof school (NEW)

MANAGEMENT OF PUPILS

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AD1	School Admissions: Points of Law
AD2	School Admissions: Code of Practice

AD3	School Admission Appeals: Points of Law
AD4	School Admission Appeals: Summary of Code of Practice

Child Protection (CP)

CP1	Child Protection: Points of Law
CP1A	Example of a Safeguarding Children Policy
CP2	Sex and Relationships Education: Guidance
CP3	Sex and Relationships: Framework for a Confidentiality Policy
CP4	Staff Facing an Allegation of Abuse: New Guidance
CP5	Dealings with Allegations of Abuse
CP6	Child Protection: Anti-Bullying Advice
CP6A	Model Anti-Bullying Policy
CP6B	Safe to Learn: New Anti-Bullying Guidance (NEW)
CP7	Child Protection: Parental Responsibility
CP8	Children's Commissioner for Wales
CP8A	Children's Commissioner for England
CP8B	Children Act 2004 Wales
CP9	Prohibition from Working with Children
CP10	Safeguarding Children and Safer Recruitment in Education
CP11	Example of a Policy for Looked After Children (LAC)
CP12	Every Child Matters (NEW)
CP13	ContactPoint (NEW)
CP14	Child Protection: Guidance on handling grief amongst Pupils (NEW)

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CU1	The School Curriculum
CU1A	The Enterprise Curriculum
CU2	Model Curriculum Policy: Independent and Maintained Schools
CU3	Exemptions from the National Curriculum
CU4	Information and Reports on Performance
CU5	Example of a Teaching and Learning Policy
CU6	14-19 Learning Pathways: Wales
CU7	Careers Education and Guidance Policy
CU8	Personalised Learning
CU9	Assessment for Learning (AfL) (NEW)

Equal Opportunities for Pupils (EOP)

EOP1	Disability and Special Educational Needs: Points of Law
EOP2	Guidance on Pupil Accessibility
EOP3	Access to Schools for Disabled Pupils: Points of Law and Guidance
EOP4	School Accessibility Plan: Example
EOP5	Model Disability Equality Statement
EOP6	Discrimination: Religion and Belief
EOP7	Example of a Gender Equality Policy
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PC1A	Independent Schools: Parental Complaints
PC2	Complaints Policy: Maintained Schools
PC2A	Independent Schools: Parental Complaints Policy
PC3	Parental Complaint Form
PC4	Complaints Procedures: Wales

Pupil Discipline (PD)

PD1	Pupil Discipline: Points of Law and Policies
PD1A	Parenting Orders
PD1B	The Anti-Social Behaviour Act 2003
PD1C	Bad Behaviour Measures
PD2	Pupil Discipline: Sanctions Against Parents
PD3	Detention: Points of Law
PD4	Corporal Punishment and Justifiable Restraint
PD5	Guidance on Exclusion from Schools and Pupil Referral Units
PD5A	Example of a Pupil Exclusion Policy: Maintained Schools
PD5B	Another Example of a Policy and Procedures for Exclusion
PD5C	Exclusion Cases
PD6	Pupil Discipline Incident Report
PD7	Governors' Discipline Committee: Guidance
PD8	Confiscating Pupils' Property: Points of Law
PD9	Model Governing Body Statement and School Policy on Pupil Discipline
PD10	Model School Policy on Discipline and Exclusion: Independent Schools
PD11	School Uniform Policies
PD12	Searching Pupils and Confiscating Pupils' Property: The Law and Model Policy
PD13	Guidance on Penalty Notices under the Anti-Social Behaviour Act

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- RA1 Pupil Registration: Points of Law
- RA2 Model Pupil Attendance Policy
- RA3 Pupil Attendance and Absence
- RA4 Registration and Attendance: The School Day
- RA5 Attendance: Summary of Guidance from the DfES

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- SEN1 Special Educational Needs: Points of Law
- SEN2 Special Educational Needs: Code of Practice: A Brief Summary
- SEN3 Areas of Need (NEW)
- SEN4 Communication and Interaction (NEW)
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- SEN6 Behavioural, Emotional and Social Difficulties (NEW)
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- WE2 Work Experience Abroad
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MANAGEMENT OF STAFF

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- AB2 Managing Stress
- AB2A HSE Guidance on Management Standards
- AB2B Managing Stress: Example of a Policy
- AB3 Specimen Absence Through Ill Health Policy
- AB4 Absence Through Ill Health: Fitness Criteria
- AB5 Return to Work Interview: Guidance
- AB6 Specimen Letter to an Employee Absent Through Ill Health
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- AP2 Appointing Staff: Contractual Details
- AP3 Managing Staff: Changing Contractual Terms
- AP4 Appointing Staff: Employment Protection Rights
- AP5 Appointing Staff: Request for Reference
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- C2 Model Capability Procedure
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- D1A Suspension of Staff: Points of Law
- D2 Disciplinary Procedures: Code of Practice
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- D5 Staff Discipline: Right of Representation
- D6 Staff Discipline: Dress and Appearance: Points of Law and Dress Policy
- D7 The General Teaching Council (GTC and GTCW): Responsibilities for Discipline
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- D8A Examples of Letters to be used in Disciplinary Procedures(NEW)
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- EO3 Equal Opportunities: Promotion of Racial Equality
- EO4 Two Examples of School Policies on the Promotion of Racial Equality
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- EO6 Disability Discrimination: Points of Law
- EO6A Guidance on Accessibility

- EO6B Model Disability Equality Statement
- EO7 Disability Equality Policy and Scheme
- EO8 School Accessibility Plan: Example
- EO9 The Human Rights Act 1998
- EO10 Racial/Homophobic/Disability Incident Report Form
- EO11 Religious Discrimination: Points of Law
- EO12 Sexual Orientation: The Law and Guidance
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- G1A Grievance: New Statutory Requirements
- G2 Grievance: Specimen Record
- G3 Grievances: Trade Disputes
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- LA2 Leave of Absence: Example of a School Policy
- LA3 Maternity Leave and Pay
- LA4 Dependants' and Carers' Leave: Points of Law
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- PAY2 Pay Levels
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- PAY4 Pay Policy Issues and Staffing
- PAY5 Leadership Group: Pay and Performance
- PAY6 The Management of the Upper Pay Spine (UPS)
- PAY7 Advanced Skills Teachers (ASTs)
- PAY8 Excellent Teacher Scheme
- PAY9 Teaching and Learning Responsibility (TLR) Payments
- PAY10 Managing Threshold 2008-2009: The Performance Threshold (Round 9)
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- ST1B School Staffing: England
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- ST3 Model Job Description
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- ST4A Flexible Working: Model Policy
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- ST10A Part-Time and Fixed-Term Staff: Points of Law
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- ST13 The General Teaching Council for England (GTC(E)) and for Wales (GTC(W))
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MANAGEMENT OF HEALTH AND SAFETY

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- AM2 First Aid in Schools: Points of Law
- AM3 Example of Policy on Administration of Medicines in School
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- EL1 Electrical: Portable Appliance Testing (PAT)
- EL5 Display Screen Equipment: Regulations

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- EV1 Planning an Educational Visit With a Tour Operator
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- EV9 Managing School Exchanges: Considerations
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- EV11B Audit of a School Visit, Venue/Attraction: Core Questions
- EV12 Summary of DCSF Guidance on Group Safety at Water Margins
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- EV19 Parents Organising Visits
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- F1A Fire Safety: New Guidance for Schools
- F2 Fire Safety: Risk Assessment Requirements

- F3 Fire Precautions and Protection for ICT: Risk Assessment
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- GM2 Health and Safety: Responsibilities and Powers
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- GM3 Health and Safety: Framework for a Policy
- GM4 Health and Safety: Constructing a Policy
- GM5 Reporting Accidents
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- GM7 Example of a Disaster/Emergency Policy
- GM7A Dealing with Tragedy in School
- GM7B Emergency Responses – practical guidance
- GM8 Consultation With Staff over Health and Safety
- GM9 Incident Report
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- GM10A Human Flu Pandemic: Model Checklist for Schools
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- HE1A Guidance on Nutritional Standards for School Lunches
- HE2 Misuse of Drugs: Points of Law and Guidance
- HE3 Model Drugs Education and Prevention Policy
- HE4 No Smoking: 2007 Regulations
- HE5 Example of a Sun Protection Policy
- HE6 Guidance on School Travel Plans (NEW)

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- PEG3 The use of Volunteers and Paid Coaches (Contractors) in Physical Education and School Sport

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- RAS1 Guidance on Risk Assessment
- RAS1A Demystifying Risk Assessment
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- S3 Security: Hazards, Damage and Incident Log
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- TS1 Classroom Safety: Audit
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