



[LOCAL POLICY GUIDANCE]

[AVANTI SCHOOLS TRUST]

This policy is in force until further notice from:	June 21
This policy must be reviewed by:	June 22
Policy Author(s):	Molly Warrington
Date policy reviewed by Principal:	June 21
Location of publication of policy:	School Records
Under the Trust's Scheme of Delegation this policy must be approved by People and Compliance Committee Such approval was given on: 26.05.21	People and Compliance Committee 26.05.21

LOCAL POLICY GUIDANCE

The Trust has developed guidance to determine whether a policy is required, the use of language, particularly in reference to governance, and alternative considerations to an actual policy document. A policy is a set of guidelines, embedded within the principles of the Avanti Way, which sets out a School's overall action plan in relation to certain issues. Its purposes are to inform decision-making and to communicate agreed practice to relevant stakeholders. It has been agreed that, in principle, there should be only very limited development of local policies. Instead, schools should use the set of Trust-wide policies listed on the Trust website. However, in addition to local Admissions Policies which are revised annually in consultation between the Trust's Compliance Officer and each School, there are some instances where local policies may be applicable. These are listed below:

- Assessment framework
- Attendance
- Behaviour for learning
- Educational visits
- Homework

Schools are not required to have these policies.

The Trust's Child Protection and Safeguarding Policy and Procedure should be used across the Trust, but schools are asked to ensure that safeguarding contacts and any relevant local safeguarding information are published under the policy tab on their website.

Only policies on the subjects listed above should be displayed on school websites. Documents relating to matters of Curriculum should be included under that heading, and not under the Policies tab on school websites.

Further local policies may only be developed following discussion with the Education Director.

The following guidance should be followed when policies are written or reviewed:

Trust-wide policies: Where applicable (such as with respect to 'Behaviour for Learning') local policies should complement, and make reference to, the relevant Trust-wide policy.

Cover sheet: Each Policy must contain a completed AST standard cover template (see attached) which specifies the process of review before uploading to the website and where relevant before circulation. The Policy Author(s) should specify a Role or Roles, not names.

Language: The policy should use clear and concise language and should not contain the word or phrase 'governor' or 'governing body'. Where appropriate, reference should be made to Trustees, School Stakeholder Committees (SSCs) or the SW Hub Board. If in doubt, please clarify with the Compliance & Governance Officer (CGO) before final review. Please review the word check list below to ensure the language is consistent.

Word Check List:

- 'Avanti Schools Trust' or 'The Trust' or 'Trust' or 'AST' - NOT: 'Avanti Trust'
- Language should not be gender specific e.g. 'Chair' not 'Chairman'
- 'Trustee' for referring to anyone on the Trust Board not 'Director' or 'Governor'
- 'SSC or SW Hub Board Member' as opposed to 'School Governor'
- 'Principal' as opposed to 'Headteacher'

Proof-reading: Please ensure that each policy is carefully proof-read, spell-checked and consistently formatted before uploading to the school website.

Process for approval of policies: existing local policies relating to the subjects listed above should be reviewed as soon as possible by the relevant SSC/Hub Board. Once approved by the SSC/Hub Board, they should be signed off by Principals, the cover sheet completed, and the policies uploaded to the school website. New local policies should follow the same procedure. Schools are requested to establish a cycle of review such that all policies are reviewed *at least* every two years.