

Tredington Primary School

HR Policies and Procedures Statement

The Governors of Tredington Primary School purchase support and guidance from the Local Authority regarding Employment of Staff. This Handbook guidance is available for both staff and governors to access online at www.gloucestershire.gov.uk/schoolsnet. A login and password are issued to staff and governors, for accessing this Handbook online. Headteachers should ensure that staff and Governors are made aware of the availability of this resource. Access is also made available via the Local Authority, to local Trade Union Representatives to enable them to support their members in Gloucestershire.

All HR policies, procedures, statutory guidance, forms and schemes have been gathered together in this one easy to use location. The topics are arranged alphabetically.

Unless otherwise indicated, the contents of the handbook do not form part of the contract of employment. Where the policy or procedure reflects an employee's statutory and contractual entitlements, the school will comply with these statutory and contractual entitlements in force at the relevant time.

As these documents are considered 'live', hard copies are not stored in school. Should a member of staff or governor require a printed copy, this request can be made to the school office and a copy will be provided free of charge.

Below are exceptions to this:

- **Pay Policy**

This policy is not based on the Local Authority model and is subject to annual review in September by the governing board. A copy is held in the Staff room.

- **Code of Conduct and Confidential Reporting Procedure (Whistle-blowing) for School Employees in Maintained Schools**

A copy of this is held in the Staff room.

Statement Review

The support is purchased from the Local Authority at the beginning of the financial year. This statement will be reviewed in March, once the decision to purchase support for next financial year has been made.

Statement Approved by Full Governing Body at meeting held on: September 2018

Signed: *Alan Upton*

(Chair of Governors)

Print Name: Alan Upton