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# Manchester Communication Primary Academy

Policy

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Tracker

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Policy / Document	Review Frequency	Review	Effective From	Latest Review	Next Review	Responsible: Governing body /Committee
Access to minutes if Governing body meetings	Live	AR				FGB
Accessibility Plan	Every three years	AR	Sep-17	Sep-18	Sep-21	F&R Committee
Admissions Arrangements	Annually	AR	Sep-20		Sep-21	FGB
Anti-bullying	Every three years	IW	Sep-18	Jun-20	Jun-23	FGB
Attendance and Punctuality	Every three years	IW	Nov-19		Nov-22	FGB
Behaviour	Every two years	IW	Sep-18	July-20	Jul-22	FGB
Charging and Remissions	Every three years	DC	Nov-18	Sep-16	Nov-21	F&R Committee
Child protection and Safeguarding	Annually	AG	Nov-18	Apr-20	Sep-21	FGB
Complaints Procedure	Every two years	AR	Mar-20		Mar-22	FGB
Drop off and Pick up	Every three years	JW	Mar-20		Mar-23	FGB
EAL Support	Every three years	NB	Mar-20		Mar-23	QoE Committee
Exclusion	Every three years		Mar-20		Mar-23	FGB
First Aid	Every three years	AR	Sep-18	Sep-20	Sep-23	
Health and Safety	Trust Level	ST		Sep-18		F&R Committee
Intimate Care	Every three years	LN	Mar-20	Jul-20	Jul-23	FGB
Moving and Handling	Every three years	LN	Mar-20		Mar-23	FGB
Positive Handling / Restraint	Every three years	IW	Dec-18		Dec-21	FGB
Register of Business Interests	Annually	Jen	Nov-18		Sep-20	FGB
Pupil premium and Sports Premium Information	Annually	AR	Sep-20		Aug-21	FGB
SEN Information Report	Annually	LN	Sep-18	Sep-20	Sep-21	QoE Committee
Sex and Relationship Education	Every three years	SJ	Jan-19	July-20	July-23	QoE Committee
Single Equality Plan	Every four years	AR	Sep-17	Sep-20	Sep-22	FGB
LGBTQI Education	Every three years	AR	Apr-19		Apr-21	QoE Committee
Uniform	Every three years	AR	Apr-19		Apr-21	QoE Committee
Volunteering	Every three years	AR	Dec-19		Dec-22	FGB