



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Encouraging Big Ideas’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

POLICY FOR POLICIES

This policy has been written for all three sections of the College

Author: K Ryce	Receiver: All staff
Review Date: August 2023	Next Review: September 2024

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Rationale

The process of reviewing policies is designed to reflect the aims of the School's Mission Statement. We aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have *"Strength of Mind, Strength of Values, Strength of Purpose"*.

Introduction

To ensure all School policies are reviewed and updated on an annual basis, it is essential that there is a recognised process for the checking of policies during the School year.

Aims

- 1. To ensure all policies are reviewed and updated by appropriate members of staff on an annual basis.**
- 2. To ensure all relevant policies are updated and uploaded onto the School website and to the Independent Schools' Inspectorate in accordance with ISI Inspection regulations on an annual basis.**

Policy Review Process

Name of Policy	Member of staff responsible for reviewing policy	Date of next review
Able, Gifted and Talented (Senior School)Policy	JD	September 2023
Able, Gifted and Talented (Prep School) Policy	JC/MM	September 2024
Absence Management Policy	JMO	September 2023
Acceptable Use Policy (Nursery)	RR	September 2024
Acceptable Use Policy Pupils (Preparatory School KS1)	MM	September 2024
Acceptable Use Policy Pupils (Preparatory School KS2)	MM	September 2024
Acceptable Use Policy Pupils	JRA/PG/ (E-Safety Committee)	September 2024
Acceptable Use Policy Staff	JRA	September 2024
Access to School Premises Policy	CB	September 2023
Accessibility Policy	CB	September 2022

Admissions Policy	JR/Chair of Governors	September 2024
Alcohol Policy	JRA	September 2024
Anaphylaxis and Epipen Policy	Medical/JRA	September 2024
Anti-Bullying Policy	Governors/ JRA/MM	September 2024
Appearance of Students Policy	JRA/MM	September 2024
Appraisal Policy	KR/JD/SM	September 2024
Assessment Policy (Senior School)	KR/JD	July 2022
Assessment Policy (Prep School)	SM	September 2024
Behaviour, Rewards and Sanctions Policy	JRA/ MM /RR	September 2024
Boarders' Illness Policy	JRA/Medical	September 2024
Bribery Policy	CB	August 2024

Bring Your Own Device Policy (BYOD)	JD/KR/MM I am happy with this policy except does it need a line saying it must be purchased from RC? - MM	September 2023
Capability and Disciplinary Procedures Policy	CB/KR/JMO	September 2023
Careers Policy	KG	September 2023
Centre Assessed Marks Review of Marking Policy	KR/DC	September 2023
Child on Child Abuse Policy	JM	September 2023
Co-Curricular Staffing Policy (Senior)	JRA/MC	September 2023
Complaints Procedure Parent Policy	JR/CB/Chair of Governors	September 2024
Confidentiality Policy	JRA/SM/RR	September 2024
Controlled Assessment Non-Examination Assessment Policy	KR/DC	September 2023
Controlled Assessment Non-Examination Assessment Risk Management	KR/DC	N/A Risk Assessment
COVID19 Coronavirus Visitor Policy	CB	July 2022

COVID-19 Suspected or Confirmed Case of Policy	CB	In line with Gov. guidance
Cultural Development Policy	JRA/ SM	September 2024
Curriculum Policy	KR/JD/JC	September 2024
Data Protection Policy	CB	September 2022
Differentiation Policy	KR/JD/JC	September 2024
Disability Policy	CB	September 2023
Drugs Policy	JR / JRA	September 2024
Eating Disorders Policy	Medical	September 2023
Ebola Virus Policy	Medical	September 2023
Emergency Evacuation During Public Examinations Policy	KR/DC	September 2023
English as an Additional Language Policy	KR/MR	September 2023
Equal Opportunities Policy	JRA /MM/RR	September 2024
Examination Policy CEA	SH/KR	September 2023

(Need update Sept 2023 Change in Regulations regarding Examiners)		
Examination Policy	KR/DC	September 2023
Examination System Contingency Plan	KR/DC	September 2023
Exclusions Policy	JR	September 2024
EYFS Policies (See separate folder)	SM/RR	September 2024
Fire Safety Policy	CB/MB	July 2022
First Aid and Medical Arrangements Policy H&S Part 2 Folder	CB/MB/ Medical	September 2023
Formal Monitoring of Pastoral Care and Welfare Policy	JRA/MM	September 2024
Formal Monitoring of Teaching and Learning Policy	KR/JD/SM	September 2024
Gender Identity Policy	JRA/FD	September 2024
Governors' School Visits Policy	JR	September 2024

Governors' School Visits Template	JR	N/A
Grievance Policy	CB/JMO	September 2023
Health and Safety Policy Part 1 (separate folder)	CB/MB	September 2023
<p>Health and Safety Policy Part 2 (separate folder)</p> <p>This policy contains the following policies:</p> <ol style="list-style-type: none"> 1. Fire Safety Policy 2. First Aid & Medical Arrangements Policy 3. RIDDOR & Accident Reporting Policy 4. Risk Assessment 5. Stress Policy 6. Visitors Policy 7. Slips and Trips Policy 8. Asbestos Policy 9. COSHH Policy 10. Electrical Appliance Safety Policy 11. Electrical Safety Policy 12. Food Hygiene Policy 13. Display Screen Equipment Policy 14. Lifting & Manual Handling Policy 15. Waste Disposal Policy 16. Legionella and Water Safety Policy 17. Working at Height Policy 18. Use of Ladder and Stepladder Policy 19. Critical Incident Plan 20. Serious Incident Policy 	CB/MB	July 2022

Index		
Health Education Policy (Senior School)	JRA	September 2024
Independent Listener Policy	JRA	September 2024

Independent Pastoral Support for Students Policy	JRA	September 2024
'Induction for Early Career Teachers' policy	JD	September 2023
Instrumental Lesson Absence Policy	MH – Director of Music	September 2023
Instrumental Lesson Practice Policy	MH – Director of Music	September 2023
Low Level Concerns Policy	JR	September 2023
Managing Allegations Against Children of Staff or Members of the Board Policy	JRA/JR	September 2024
Managing Children Who Are Sick or Infectious Policy	JRA/Medical	September 2024
Managing Traffic Flow on Campus Policy	CB/MB	September 2023
Marking and Feedback Policy (Senior School)	KR/JD	September 2023
Marking, Feedback and Presentation of Work Policy (Prep School)	SM	September 2024
Maternity, Adoption and Paternity Policy for Teaching Staff	CB	September 2023

Missing Persons Policy	JRA	September 2024
Mobile and Electronic Devices Policy	JRA/MM/KR	September 2024
Out of Bounds Policy	JRA	September 2024
Parent Contract	JR/CB	N/A – Contract
Pastoral Care Policy	JRA/MM	September 2024
Personal Property and Lost Property Policy (Senior School)	JRA	September 2024
Personal Relationships Policy	JRA	September 2024
Plagiarism Policy	KR/JD	September 2023
Policy for Policies	KR	September 2023
Positive Behaviour and Relationships Policy (Senior School)	JRA	September 2024
Prep Policy (Senior School)	KR/JD	September 2023
Prep Policy (Prep School)	SM	September 2024

Prevent Duty Risk Assessment	JRA/JM/ SLT	N/A Risk Assessment
Prevention of Bullying and Harassment at work Policy	JMO/CB	September 2023
Privacy Policy	CB	September 2023
Private Tuition by Teaching Staff Policy	JR	September 2024
PSHCE / Christian Living Preparatory School Policy	DT/SM	September 2024
PSHCE Senior School Policy	TS	September 2024
Psychoactive Substance Policy	JRA/JR	September 2024
Radicalization and Extremism Risk Assessment	JRA/JM	N/A Risk Assessment
RE Policy (Prep School)	SM	September 2024
Records Management Policy	CB	July 2025
Recruitment, Selection and Disclosure Policy	JMO	September 2023
Registration Policy	JRA/MM	September 2024
Relationship and Sex Education Policy	JRA/TS/FD/SM	September 2024

Remote Learning Policy for Parents	JD	September 2023
Remote Learning Policy for Staff	JD	September 2023
Remote Learning Policy for the Preparatory School	JC	September 2024
Remote Learning Policy for Students	JD	September 2023
Reporting Policy Senior School	KR/JD	September 2022
Reporting Policy Prep School	SM/JC	September 2024
Return to Work Interviews (Guidance)	JMO	September 2023 (Guidance)
Return to Work Form	JMO	N/A Form
RIDDOR and Accident Reporting Policy	MB	September 2023
Risk Assessment Policy	CB	September 2023
Road Crossing Policy (Prep School)	MM	September 2024
Rugby Safety Policy	MB/CB/MK	September 2023
Safeguarding and Child Protection Policy	JM/JR/Governing Body	August 2024 (On going reviews)

Safer Recruitment Policy	JMO/CB	September 2023
School Counsellor Policy	JRA	September 2024
School Hours and Daily Timetable	JRA/MM	September 2024
School Meals and Food Policy	GStudd / JRA / MM	September 2024
School Trips and Visits Policy	JRA/MM/RR	September 2024
Searching, Screening and Confiscation Guidance for Staff	JM	September 2023- Note Guidance not Policy
Self-Harm Policy	JRA/JM/MM/Medical Department	September 2024
Sickness Absence Management Policy	JMO	September 2023
Sixth Form Use Of Fitness Suite During Teaching Periods Policy	BH	September 2023
Smoking and Vaping Policy	JRA	September 2024
Special Educational Needs Policy (Senior School)	LJ/JD	September 2024

Special Educational Needs Policy (Prep School)	CL/SM	September 2024
Spoken Languages Policy	Head of MFL - LF	September 2023
Staff Code of Conduct	JRA	September 2024
Staff Development Policy	KR/JD/SM	September 2024
Staff Wellbeing Policy	JMO	September 2023
Statement of Boarding Principles and Practice (Boarding Policy)	JRA	September 2024
Storage, Handling, Use, Retention and Disposal of Information Policy	CB	July 2024
Student Complaints Procedure	JRA	September 2024
Students Driving Cars to School Policy	BH	September 2023
Students Visiting Staff Accommodation Policy	JRA	September 2024
Supervision of Students Policy	JRA/MM/RR There are still some old SS duties at the very bottom of this policy which probably need removing.	September 2024

Student Wellbeing Policy (to be replaced by the SEMH Policy)	JM/LJ/CCR/MR	September 2023 To be updated by new Well-being Co-ordinator
Teaching and Learning Policy	KR/JD/SM	September 2024
Teaching Political Issues	JR/JRA	September 2024
Unavailability for Sport Policy	JRA/MC	September 2024
University Visits Policy	BH	September 2023
Use of Computer Room Policy	MIJ	September 2023
Use of Laptops and the Internet Policy	MIJ	September 2023
Use of Reasonable Force Policy	JM	September 2023
Use of School Vehicles Policy	CB	July 2024
Visitors' Policy (including contractors)	CB/JRA/MB	September 2023 [Weekly review during C-19]
Staff Wellbeing Policy NEW	JD	July 2023

Whistleblowing Policy	JM	September 2023
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Review

This policy is reviewed by the Senior Deputy Head each year. This policy was last reviewed in September 2024. A selection of policies is available to parents in full on the School's website, all policies are available on request. This policy along with all policies are updated throughout the year and as such is a living document.

Links to Other Policies

All School policies