

# Hartlepool Aspire Trust

(Catcote Academy & Catcote Futures)

## XXXXX YYYYYY Policy / Procedure\*\*\*



**Hartlepool Aspire Trust  
(Catcote Academy & Catcote Futures)  
XXXXXX YYYYYYY Policy / Procedure \*\*\*\***

Originator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer \_\_\_\_\_ Date: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Issue	AMENDMENT	IMPACT LEVEL	DATE
1	First Issue	Moderate	dd-mmm-yyyy

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## 1 Introduction

Provide a brief introduction to why we have this policy – link to strategic objectives in the Management System Manual and to statutory requirements.

## 2 Responsibilities

The following people have responsibilities under this policy.

### 2.1 *Head Teacher*

What does this person do in relation to this policy??? Add more people using style Heading 2 for the title, so that the table of contents works.

### 2.2 *Someone Else*

## 3 Policy

The policy statement goes here. To make it easy to read, use headings with styles Heading 2 and Heading 3 to break up the text.

### 3.1 *Policy Item 1*

Some policy words...Refer out to the relevant procedure that implements the policy where appropriate. For example “The details of the implementation of this policy are provided in the XXX Procedure [1]. References are end notes. To add one do Insert -> Reference -> Footnote. To cross reference to a pre-existing reference document, do Insert -> Reference -> Cross Reference

#### 3.1.1 *Policy Item 1.1*

More Policy words

#### 3.2 *Policy Item 2*

More Policy words

## 4 Review Period

This policy shall be reviewed every xxxx years and revised if necessary. The document will be approved by yyyy.

## 5 Definitions / Abbreviations

Term	Meaning
<i>In alphabetical order!</i>	
EFA	Education Funding Agency
HAT	Hartlepool Aspire Trust

## 6 Records

The following records are produced as a result of implementation of this Policy:

Description	Form Number	Retention Period	Storage Location
Record of xxx	HAT/FORM/XXX/YYY	10 Years	Finance Office Safe

## 7 References

- [1] XXXXX Procedure; HAT/PROC/xxx/yyy.

## **Appendix A – Additional Information**

Add appendices when necessary – use Heading 1 for Appendix title.