

<b>DESCRIPTION</b>	<b>ARGYLL &amp; BUTE</b>	<b>AS AT MARCH 2010</b>
Standard Circulars	1.01	Complete
Correspondence procedures	1.02	Complete
Log Books	1.03	Complete
Financial Regulations	1.04	Complete
Copyright	1.05	Complete
Withdrawn and under review	1.06	Complete
Early Closure of Schools	1.09	Complete
School Funds Procedures Manual	1.10	Complete
Education Funds - Misappropriation	1.11	Complete
School Equipment - Security	1.12	Complete
Visits to Educational Establishments by Elected Members	1.13	Complete
Transport Provision by External Groups	1.14	Complete
Energy Management	1.15	Complete
Liquor Licences - Objections	1.16	Complete
Keyholding - Voluntary	1.17	Complete
Internet Use in Argyll & Bute Educational Establishments	1.18	Complete
Websites for Schools - Guidelines	1.19	Complete
Misuse of Mobile Phones in School	1.20	Complete
<b>Safety Issues</b>		
Emergency Closure - Abnormal Temperatures	1.21	Complete
Early Closure - Inclement Weather	1.22	Complete
Early Closure - Prior to School Holidays	1.23	Complete
Fire Precautions	1.24	Complete
Fire Precautions - General Instructions	1.25	Complete
Outdoor Educaiton - Safety	1.26	Complete
Subject safety: science, technical, home economics, art and design and physical education	1.27	Complete
Radiation in schools	1.27a	Complete
Keeping of animals/living organisms in schools	1.27b	Complete
Health & Safety at Work (Educational Establishments)	1.28	Complete
Maintenance and Repairs	1.29	Complete
Modifications to Premises (Self Help)	1.30	Complete
Asbestos	1.31	Complete
Contractors Working in Educational Buildings	1.32	Complete
Capacity of Primary Schools	1.33	Complete
Capacity of Secondary Schools	1.34	Complete
Swimming/Use of Swimming Pool Code of Practice (Teaching of)	1.35	Complete
<b>Outside Agencies</b>		
School Hours - Alterations	1.41	Complete
School Chaplains - Appointment	1.42	Complete
School Chaplians' Role in non Denominational Schools	1.43	Complete
Payment (Token) to Churches	1.44	Complete
<b>Civic Events</b>		
Inaugural functions	1.49	Complete
Council Convener - Role	1.50	Complete

Dealing with complaints within education establishments	1.51	To Follow
Freedom of information in Scotland	1.52	To Follow
Parental rights and responsibilities of unmarried fathers	1.53	Complete
Procedure for dealing with and investigating racist material	1.54	Complete
Guidance of accepting commercial sponsorship and other activities in educational establishments	1.55	Complete
Disclosure	1.56	Complete
<b>STAFF RELATED</b>		
<b>Promoted Posts &amp; Appointments</b>		
Scheme of Promotion to Posts in Primary & Secondary Schools	2.01	To Follow
Appointment of senior promoted staff in Primary, Special and Secondary Schools	2.02	To Follow
Scheme for Promotion of Teachers to Posts of Responsibility in Primary & Special Schools: Structure of Promoted Posts	2.03	Complete
Scheme for Promotion of Teachers to Posts of Responsibility in Secondary Schools: Structure of Promoted Posts	2.05	Complete
Delegation of Permanent Unpromoted Teaching Appointments	2.06	Complete
<b>Staff Development</b>		
In Service Training of Teachers, Leave of Absence and Payment of Expenses	2.11	Complete
Teacher Induction - Probationer Support	2.12	Complete
Currently Under Review	2.13	Complete
<b>Conditions of Service</b>		
Equal Opportunities in Employment	2.16	Complete
Job Sharing Scheme	2.17	Complete
Absence cover for Teachers	2.18	Complete
Sickness Benefit & Self Certificated Absence Scheme (Teachers)	2.19	Complete
Premature Retirement Scheme (Teachers)	2.20	Complete
Retirement of Teachers	2.21	Complete
Industrial Action by Teachers	2.22	Complete
Staff Absence Management - Guidelines for Heads of Establishment	2.23	Withdrawn
Leave of Absence for Teachers	2.24	Complete
Leave Arrangements for School Based APT&C Staff	2.25	Complete
Violence & Aggression Towards Staff	2.26	
<b>PUPIL RELATED</b>		
<b>Administration</b>		
Admissions to Primary School	3.01	Complete
Pre School Education Provision - Entry	3.02	Complete
Attendance & Absence in Schools	3.03	Complete
Leaving Dates	3.05	Complete

Transfer of Pupils from Primary to Secondary Schools	3.07	Complete
Indiscipline & Exclusion Procedures	3.08	Complete
Pupil Transfers - Mid Session	3.09	Complete
Progress Records (Pupil's)	3.10	Complete
Pupil and Student Records - Access	3.11	Complete
Recording of Children with Pronounced, Specific or Complex Educational Needs - Initial Procedures	3.12	Complete
Pupils Ordinarily Resident Outwith Argyll & Bute	3.13	Complete
Insurance for Pupils, Teachers & Adults taking part in School Excursions and Activities	3.14	Complete
Children Missing from Education	3.17	Complete
<b>Safety Issues</b>		
Safety & Supervision of Pupils (Scotland)	3.19	Complete
Solvent Abuse	3.21	Complete
Drug Abuse	3.22	Complete
Child Protection	3.23	Complete
Police Legal Issues Affecting School Pupils - Guidelines	3.24	Complete
Excursions & Educational Visits for School	3.25	Complete
Number of Pupils in Rooms	3.27	Complete
Guidance and information on composite classes	3.27a	Complete
Protection of Children at Work: Employment	3.28	Complete