

EducateHR Policy Portfolio - Structure and Charges

We currently provide a suite of 35 different policies – these are no longer differentiated into ‘essential’ or ‘optional’ although the pricing structure continues to reflect the importance (and size) of each policy.

The range of policies may be extended in future dependent upon circumstances and demand.

Policies are currently available for purchase (for use in a **single** establishment) at the following prices.

The entire portfolio of all 35 policies (itemised below) is currently priced at £800 + VAT

Policies may also be purchased on an individual basis:

Policies in **blue** below are priced at **£30 + VAT** per policy

Policies in **black** below are priced at **£60 + VAT** per policy

Policies in **purple** below are priced at **£90 + VAT** per policy

The portfolio currently consists of the following policies (code MM/YY signifies month and year of last issue):

1. Adverse Weather	12/19	19. Leave of Absence	12/19
2. Agency Workers	12/19	20. Maternity/Paternity/Adoption & Shared Parental Leave	12/19
3. Appraisal	12/19	21. Pay and Grading	09/19
4. Attendance Management	12/19	22. Recruitment	01/20
5. Bullying and Harassment	12/19	23. Redeployment	12/19
6. Capability	12/19	24. Redundancy	12/19
7. Clean Desk and Screen	12/19	25. Review and Restructure	12/19
8. Code of Conduct	12/19	26. Safeguarding	01/20
9. Code of Safe Working Practice	12/19	27. Social Media	12/19
10. Complaints	12/19	28. Staff Dress Code	12/19
11. Data Protection	12/19	29. Staff Mobile/Smartphone Use	12/19
(incorporating guide to GDPR)		30. Stress	12/19
12. Disciplinary	12/19	31. Substance Misuse	12/19
13. Equality	12/19	32. Training and CPD	12/19
14. E-safety	12/19	33. Travel and Subsistence	12/19
15. Flexible Working	12/19	34. Whistleblowing	12/19
16. Freedom of Information	12/19	35. WYPF (or SYPA) Discretions	12/19
17. Grievance	12/19		
18. Home Working	12/19		

All the above policies have been agreed with local (Calderdale) union representatives and are provided to schools in Word format for adaptation to individual requirements. Please do however be aware that any **fundamental changes** to the content would require further consultation with unions – if in **any** doubt on this point do not hesitate to ask us for advice.

Purchasers of the portfolio are automatically enrolled into our **subscription service** whereby we review and update as necessary all policies purchased (to ensure fitness for purpose, meaning they must reflect changes in legislation and/or case law) for distribution on a yearly basis for an additional charge of **£150 + VAT per annum**.

Should any school wish to withdraw from the subscription service we request that they inform us prior to distribution of updated policies, which we aim to complete within the month of December (or early January) every year, with invoices for this service being issued the following January (or February).