

STANBURN PRIMARY SCHOOL



Operational & Strategic Decisions Protocol

Committee Responsible:	Senior Leadership Team
Date:	October 2025
Next Review Date:	October 2027
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Operational & Strategic Decisions Protocol

At Stanburn Primary School we strive to build strong relationships with parents, carers and visitors in order to help create a stimulating, happy and safe learning environment. This encompasses school, home and the wider community, providing every pupil with the opportunity to believe, achieve and succeed. The trust, support and co-operation of parents is fundamental to the continued success of our school.

We will always seek, where possible, to work with parents and carers in a positive manner to ensure the highest standards within school. We value the home-school relationship and where appropriate, will seek the views of our community. Whilst it is never our intention to disappoint, given a community of our size, we must accept that it is not always possible to secure agreement on all issues. It is important to note that some decisions are not open to negotiation and that securing agreement is not not always necessary.

In choosing to send your child to Stanburn Primary School, we ask that parents, guardians and carers understand that all schools have the right to make key operational and strategic decisions without consultation and/or agreement from parents. This position is protected by law.

The following is not exhaustive, but offers examples of areas where the school retains the right to make such decisions: These decisions are usually within the purview of school leadership, staff, and governing bodies:

Operational Decisions (Day-to-Day Management)

- Timetabling and scheduling of lessons
- Staff meeting schedules and agendas
- Classroom allocations and room usage
- Maintenance and cleaning routines
- Procurement of supplies and resources
- IT system updates and software choices
- Staff duty rosters (e.g., playground supervision)
- Internal staff training and CPD (Continuing Professional Development)
- Lunch and break time supervision arrangements
- Use of school facilities for internal purposes
- Minor disciplinary procedures
- Internal assessment schedules
- Arrangements around homework and marking
- Library book rotation and cataloguing
- Display and decoration of classrooms and corridors
- Fire drill scheduling
- Inventory management (e.g., stationery, sports equipment)
- Photocopying and printing protocols
- Staff room and common area usage rules
- Internal communication protocols (e.g., email etiquette)
- Decisions around choice of teacher, teaching assistant, class or set groupings, seating arrangements etc.
- Decisions regarding the implementation of policies and protocols

- The nature of our rewards system and how we choose to implement it
- The nature of our extra-curricular offer
- Timing of INSET / Training Days or other key events within the school calendar
- Cover teacher arrangements
- All matters relating to Human resources and staff.

Strategic Decisions (Long-Term Planning & Policy)

- Curriculum design within national guidelines
- Staff recruitment and hiring decisions
- Budget allocation and financial planning
- School improvement planning
- Selection of educational platforms and tools
- Partnerships with external organisations (e.g., charities, museums)
- Governance structure and committee roles
- Professional development strategy
- Safeguarding policy updates
- Data protection and GDPR compliance strategy
- Health and safety policy revisions
- School branding and marketing strategy
- Admissions criteria (within local authority guidelines)
- Uniform policy changes (unless major overhaul)
- Environmental sustainability initiatives
- Strategic use of school grounds (e.g., garden projects)

These decisions are typically made by school leaders, governors, or staff teams and are considered internal matters. While some may eventually be communicated to parents, they don't require parental input to be enacted.

Decisions are made in good faith and on the basis of what we consider to be in the best interests of our pupils, our community or the effective running of the school. We will use our professional judgement, expertise and experience and operate in line with DfE advice or statutory / legal frameworks in making key decisions.

We endeavour to keep parents and carers informed regarding key decisions, where appropriate, whilst also ensuring that communication to parents is kept at an acceptable level; it is therefore, not possible to share all decisions or enter into dialogue about the rationale.

As stated, we will always listen to concerns shared with the school in a respectful manner (in line with our published Positive Communication Policy). Please note however, that listening does not mean that a decision will necessarily change, or that that we do not care. Sometimes we may have to respectfully agree to disagree.

Following the Complaints Procedure will not change a decision unless it determines that the school has acted unlawfully or outside agreed policy positions.

Please be aware that plans change from time to time, this is often beyond our control. We will inform parents and carers as soon as possible but ask for your understanding.

Given the huge volume of complex decisions we make, we will not always get everything right, we are human and will always aim to operate with the best intentions. Above all we ask parents and carers to be kind, as working together positively ensures that we can better meet the needs of Stanburn's children.

Please read this policy in conjunction with our Positive Communication Policy.