



Policy Register and Review Summary

HBB-POL-00 | Academic Year 2026–27

Policy reference	HBB-POL-00
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Headmaster
Reviewed by	Leadership Team (LT)
Approved by	For approval by the Board of Governors
Intended audience	Governors and Leadership Team
Location	Governor Portal and Staff Portal

1. Purpose

- 1.1 This register lists the 19 Haileybury Bhaluka policies reviewed in October 2026, with their new reference numbers, owners and review dates. It summarises the main changes and lists the items to confirm before the Board of Governors approves them.
- 1.2 All policies now use one template: the School logo, a standard details table, numbered sections, the same header and footer, a Summary of changes and Version history, and a Board approval block. File names follow the pattern **HBB-POL-[number] [Policy name] 2026-27**. Terms are referred to as T1, T2 and T3.

2. Policy register

Ref	Policy (previous title)	Lead	Review	Cycle
HBB-POL-01	Safeguarding and Child Protection Policy	DSL	Aug 2027	Annual
HBB-POL-02	Suicide and Self-Harm Risk Policy (Managing Students' Suicidal Thoughts, Self-harm or Suicide Risk)	DSL	Aug 2027	Annual
HBB-POL-03	Safer Recruitment Policy (Safer Recruitment Policy 2024-25)	HR Manager	Aug 2027	Annual
HBB-POL-04	Boarding Policy (Boarding Principles and Practices)	Head of Boarding	Aug 2027	Annual

Ref	Policy (previous title)	Lead	Review	Cycle
HBB-POL-05	Weekend Leave and Visiting Policy (Weekend policy for students and parents)	HMs	Aug 2027	Annual
HBB-POL-06	Drugs and Testing Policy	DSL / School Doctor	Aug 2027	Annual
HBB-POL-07	Educational Visits Policy (Educational and Offsite Visits Policy)	EVC	Aug 2027	Annual
HBB-POL-08	ICT and AI Acceptable Use Policy (ICT Acceptable Use Policy)	ICT Manager / Deputy Head (Academic)	Aug 2027	Annual
HBB-POL-09	Data Protection Policy	COO	Aug 2027	Annual
HBB-POL-10	Communication Policy	COO / Parent Engagement Officer	Aug 2028	Two-yearly
HBB-POL-11	Email Etiquette Policy	COO	Aug 2028	Two-yearly
HBB-POL-12	Complaints and Appeals Policy (Complaints and Appeals Policy HB 2024)	COO	Aug 2027	Annual
HBB-POL-13	Admissions Policy (Student Admissions Policy)	Admissions Manager	Aug 2027	Annual
HBB-POL-14	School Fees Policy (School Fees Policy 2024-25)	COO	Aug 2027	Annual
HBB-POL-15	Academic Honesty Policy (Academic Honesty Policy, IBDP Core Policies)	Deputy Head (Academic)	Aug 2027	Annual
HBB-POL-16	Assessment and Feedback Policy (Assessment & Feedback Policy)	Deputy Head (Academic)	Aug 2027	Annual
HBB-POL-17	Behaviour Policy (Behaviour, Rewards and Sanctions Policy)	Assistant Head: Student Welfare	Aug 2027	Annual
HBB-POL-18	Countering Bullying Policy (Anti-bullying Policy)	Assistant Head: Student Welfare	Aug 2027	Annual
HBB-POL-19	Drinking, Smoking and Vaping Policy (Alcohol, Smoking and Vaping Policy)	Assistant Head: Student Welfare / School Doctor	Aug 2027	Annual

All policies are owned by the Headmaster and dated October 2026. Annual reviews are timed for August, so that each policy reflects the KCSIE update published over the summer before the new academic year starts.

3. Changes made across all policies

- **Dates:** sixteen of the nineteen policies were past their review date (the oldest, Admissions, was due in August 2023) and the Weekend policy had no date at all. Every policy is now dated October 2026, with a clear next review date.

- **Statutory references:** updated to *Keeping Children Safe in Education* 2026 (in force from 1 September 2026) and *Working Together to Safeguard Children* 2026. Bangladesh law updated: the Cyber Security Ordinance 2025 replaces the repealed Digital Security Act, and the Personal Data Protection Ordinance 2025 is added. UK GDPR is now referenced as amended by the Data (Use and Access) Act 2025.
- **Co-education:** wording updated throughout for boys and girls, Housemasters and Housemistresses (HM), and separate boarding Houses.
- **Safeguarding system:** CPOMS is named consistently (MyConcern/MyVoice references removed).
- **Roles and committees:** one set of titles is used throughout: Headmaster, DSL, COO, HM, Education and Safeguarding Committee, Board of Governors. Errors carried over from other schools' policies were removed: "SISD", "Haileybury UK" website links, UK-resident guardians, CCF/MOD, and "Principal".
- **Artificial intelligence:** new AI section in the ICT policy for staff, pupils and parents. AI is also covered in the Safeguarding, Data Protection, Communication and Email policies.

4. Items to confirm before approval

4.1 Highlighted placeholders in the documents must be completed, and the points below checked:

- Names of the **Chair of Governors** and **Safeguarding Governor** (HBB-POL-01): shown as placeholders.
- Name of the **Assistant Head: Student Welfare** (HBB-POL-01).
- **Mr Burhan Uddin's title:** the previous policies used "Operations Manager", "Operating Officer" and "COO". He is shown as COO throughout. Please confirm, or confirm whether the COO is a different person.
- **Governors' committee name:** standardised as the "Education and Safeguarding Committee" (the previous policies also used "Education Sub Committee" and "Safeguarding and Wellbeing Committee").
- **Educational Visits Coordinator:** the policy now requires a named EVC to be appointed (the Headmaster acts as EVC until one is).
- **Fees** (HBB-POL-14): US\$34,500 is shown as a flat fee for all year groups. Please confirm that Sixth Form (IB) fees are the same and that Academic Scholarships continue in place of the Founding scholarships.
- **Registration fee** (HBB-POL-13): the £100 figure was replaced with a reference to the Fee Schedule.
- **Complaints data** (HBB-POL-12): number of formal complaints in 2025–26, to be completed by the COO.
- **Approved AI tools list** (HBB-POL-08): to be published on the Staff Portal and pupil portal by the ICT Manager and Deputy Head (Academic).
- **Systems** (HBB-POL-16 and HBB-POL-17): sanctions, awards and assessment results are shown as recorded on iSAMS (the previous policies named Frog, Eskhul/ERP and Eschool). Please confirm.
- **Rewards** (HBB-POL-17): the previous policy listed the Gold award twice. Please confirm there are only three awards (Gold, Emerald, Sapphire), and that the Sapphire 7-award meeting is now with the Deputy Head (Academic) (previously the "Academic Director").
- **Assessment calendar** (HBB-POL-16): check the termly calendar against the Academic Calendar 2026–27.
- **Anonymous reporting** (HBB-POL-18): a confidential, anonymous route for reporting bullying must be available and publicised in Houses and on the pupil portal.
- **Self-referral** (HBB-POL-19): new provision that a pupil who asks for help with drinking, smoking or vaping before being found is treated as a welfare matter. Please confirm the Leadership Team agrees.
- **IBDP Core Policies:** the Academic Honesty Policy has been taken out of this combined document. Its other policies (IBDP Assessment, Language, Inclusion, Teaching and

Learning, IBDP Admissions) passed their review date of 31 August 2026 and should be reviewed by the IBDP Coordinator.

- **Referenced policies not in this set**, which should exist and be current: Staff Code of Conduct; Whistleblowing; Searching and Confiscation; Registration and Missing Pupil; Visitors and Site Security; Privacy Notice; Data Retention; Scholarships and Bursaries; Eating Disorders and Disordered Eating; Equal Opportunities for Pupils; Learning Support; Serious Disciplinary Cases Procedure; Pupil and Parent Handbook; Crisis Management Plan.

5. Approval

Item	Record
Reviewed by the Leadership Team	
Reviewed by the Education and Safeguarding Committee	
Approved by the Board of Governors (date)	
Signed (Chair of Governors)	