

RECORD KEEPING POLICY

The school shall keep the following records:

1. Pupil Education Records
2. Pupil Admission Documents and Personal Information
3. Personnel Records
4. Financial Records
5. Curriculum Policy Documents
6. Ground Rules of Governing Body Committees
7. Non-Curricular Policy Documents

1.Pupil Education Records

Keeping, Disclosure and Transfer

The school shall keep and update curricular records on pupils, covering their academic achievements, other skills and abilities and progress in school. (This may well include summative records, formative records, examples of work, copies of reports and profiles, SATS results, Q.C.A results etc.) Other material, although not mandatory may also be recorded. The curricular record, together with this additional material will comprise a pupil's educational record.

Confidential reports (e.g. from Social Services, Psychological Reports etc.) are kept separately from the above general information.

Pupils' educational records shall be disclosed on request to parents within the time specified by the statute in force at the time, and to schools considering a pupil for admission or following a request from another school after transfer.

The school shall provide an opportunity for the correction of inaccurate educational and personal records. Governors shall consider appeals against any decision by the Headteacher or any teacher with delegated authority to refuse to disclose, transfer, copy or amend a pupil's record.

2.Pupil Admission Documents

The School shall keep admission records specifying any information required by the LEA, School Governors or DFE relating to pupils on roll at the time. These shall be kept up-to-date and amended as and when pupils join or leave the school, providing that the keeping of such information does not contravene any law or statute in operation at the time.

3.Personnel Records

The School shall maintain records of personnel relating to their qualifications, experience, length of service, salary levels. Appraisal statements shall be the property of the appraisee and shall not be maintained with the above records and shall not be used in any way other than at the request of, or with the permission of the appraisee. A single copy of appraisal statements may be kept securely in the Head teacher's office and not in the general school office. Records of appraisal statements shall not be kept on computer disc or system except which are confidential to the appraisee or appriaser .

Application forms of applicants (and references) for vacant posts will be kept securely in the school office until an appointment has been made. Following a successful interview the successful candidate's application and references will be kept in their personnel file at school and the others kept for no less than six months securely within the school with access by the Headteacher only. Any copies of these applications shall be destroyed following a successful appointment.

References for staff within the school for posts outside it shall be kept securely by the Headteacher and shall not be kept with the personnel records in Paragraph 1 of this section.

4.FINANCIAL RECORDS

Records of the school's financial controls, budget and private fund finances shall be kept in accordance with current DFE and LEA regulations and shall be made available for inspection by the proper authorities under those statutes and regulations.

5.CURRICULUM POLICY DOCUMENTS

Documents which describe the schools policies on areas, subjects of the curriculum, schemes of work etc. shall be maintained up-to-date and available for inspection by authorised persons (e.g. parents, advisors, inspectors, governors etc.). The Headteacher will maintain a master copy of each document in safe keeping and available for inspection by authorised and appropriate personnel.

6.NON-CURRICULUM POLICY DOCUMENTS

Documents which describe the school's policies on non-curricular matters as required by the Governing Body, Ofsted, LEA or DFE shall be prepared, maintained and kept up-to-date and made available to authorised persons as required. A list of the required policies shall be made available also and up-dated as appropriate. These policies shall include the Term of Reference of each committee of the Governing Body as they exist at the time.

7. RETENTION OF DOCUMENTS

We use the retention schedule for schools as provided by the Information and Record Management Society. The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000.

APPENDIX 1 – Retention schedule

This policy will be adopted in March 2015. The date of the next formal review will be: as required.

Policy approved by the Governing Body of Hevingham and Marsham Primary Schools Partnership

Signed **Chair, Staff**
Dated