



# St Peter & St Paul School

**This policy is relevant to the whole school including EYFS**

## **Record- keeping Policy**

Records are the life blood of any school. The school needs to create and maintain accurate records in order for it to function. The policy for managing records at St Peter & St Paul School has been drawn up in conformity with legislation and regulations affecting schools.

### **CURRENT PUPILS**

#### **Pupil Records**

A file is kept on each pupil in the Headmaster's office. The file holds the registration and acceptance form and the parent contract. The academic record of a pupil as he or she progresses through the school is kept in a filing cabinet in the staff room. It will also include reports of all conversations between parents and members of staff about any academic or pastoral issues, school reports, and references from previous schools. It will record any disciplinary sanctions imposed on a pupil.

The information held on the school's electronic database covers: the pupil's name, address, form, house, and emergency contact detail and daily attendance. Confidentiality of personal information is protected.

### **PUPILS WITH SPECIAL EDUCATIONAL, WELFARE OR MEDICAL NEEDS**

The names of pupils with special educational, welfare or medical needs are recorded and any special provision to be made for individual pupils are made available to those staff with a need to know that information.

### **MEDICAL RECORDS**

A confidential medical record on each pupil is kept securely in the Medical Room in a separate file. The medical record the medical questionnaire that the parents completed when their child joined the school. Records of all accidents and injuries to your child are kept in the staff room . They include any significant known drug reactions, major allergies and notable medical conditions. Epipens and inhalers for children and kept in a locked cupboard in the staff room along with details of all affected pupils. This list is also available from reception This information is available to staff likely to administer medication or treatment. The Housekeeper holds details of pupils with food allergies.

The First aiders will provide the office with a list of the names of current pupils with medical conditions, or social information of a sensitive nature that may be of relevance to staff in their dealings with pupils, for example, when arranging trips and visits. The office staff will insert an electronic "flag" onto the school database, and a coloured sticker onto the outside of the pupil's file, so that the teaching staff will know that they should consult the first aiders about a particular individual when arranging an activity.

#### FINANCIAL RECORDS

The Bursar holds financial records on all pupils throughout their career at the school. These cover: a record of the deposit, the acceptance form, bills for tuition fees and extras throughout a pupil's time at the school. If a pupil receives a bursary or scholarship, this will form part of the record, along with records of annual assessments and awards.

#### ACCESS BY STAFF

All teaching and office staff are able to access the school's shared area. Teaching staff may consult the pupil records held in the School Office. Access to medical records is restricted to the Medical staff. Access to financial records is restricted to the Head Master and the Bursary staff.

#### DATA PROTECTION POLICY

Parents accept a place for their child at St Peter & St Paul School in the knowledge that data about pupils and their parents will be collected periodically and stored and processed in order to allow for the efficient operation of the school.

Parents who accept a place for their child at St Peter & St Paul School are invited to agree to the school using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus or on the web site.

#### ACCESS BY PARENTS AND PUPILS

St Peter & St Paul School's Data Protection policy describes its duties and obligations under the Data Protection Act, including parents' rights to have access to their personal data. It also covers the circumstances under which data would be disclosed to a third party.

#### FAIR PROCESSING NOTICE

St Peter & St Paul School will comply with a Fair Processing Notice legally issued by a public body or other authority that is a data controller and is subject to the same legal constraints regarding the manner in which it handles data.

#### STAFF INDUCTION

All new teaching and office staff will be given training accessing and managing school records, as part of their induction into the St Peter & St Paul School's "house style" for marking work, report-writing and written and electronic communications with pupils and parents.

#### RECORDS OF PAST PUPILS

We keep all records of past pupils until a pupil is 25 years old. At that point, we securely destroy: all disciplinary, medical and financial records. We retain records of application forms together with correspondence with parents.

Policy last reviewed	September 2015
Next Review	September 2017
Review initiated by	Headmaster