

Record Keeping Policy

The policy for managing records at St Faith's has been drawn up in conformity with legislation and regulations affecting schools.

CURRENT PUPILS

Paper Records

A file is kept on each pupil in the Headmaster's Secretary's Office. The file holds the registration and acceptance form (the parent contract); references and records from previous schools; correspondence between the parents or guardians and the school about admission; other correspondence between the parents or guardian and the Headmaster, including correspondence about any major behavioural or disciplinary issues that the Headmaster has dealt with.

Electronic Records

The information held on the school's electronic database (SIMS) includes: the pupil's name, address, parent/guardian contact details, previous school information, GP name and address and telephone number, ethnicity, school registration group, subjects studied, daily attendance records, electronic versions of school reports, assessment records and other academic information, timetable and other relevant information. Significant medical information (such as dangerous allergies) or family information (such as that a child is adopted or has a deceased parent) may be included in this record as well as information about any second language spoken at home, brief notes about custody arrangements where parents are separated.

Pupils with Special Educational or Medical Needs

The names of pupils with special educational needs are recorded on the school's intranet.

Medical Records

A medical record on each pupil is kept securely in the Surgery by the School Nurse. The medical record contains the medical questionnaire that the parents completed when the child joined the school, and records of all treatment and immunisations that a pupil receives during his or her time at the school, including records of all accidents and injuries to a child. Some medical information will be shared with members of staff in order to ensure the safety of children whilst at school or under the supervision of staff.

The School Nurse circulates to staff a list of the names of current pupils with medical conditions in order to ensure that staff may be properly informed in their dealings with pupils, for example when arranging trips and visits or in class discussions.

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 password protected database. Access to medical records is restricted to the Headmaster and the Medical staff. Access to financial records is restricted to the Headmaster and the Bursary staff.

DATA PROTECTION POLICY

Parents accept a place for their child at St Faith's 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 Faith's 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, as defined in its 'Taking, using and storing images' policy.

The St Faith's Data Protection policy describes its duties and obligations under the Data Protection Act, including parents' rights and the rights of pupils aged 12 or over 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 Faith's 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 in accessing and managing school records (including the database), as part of their induction into the school.

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 results in public examination, lists of school prizes and other significant achievements, together with information relating to former pupils' subsequent academic achievements. Records relating to alumni are stored by the Bursary.

**N L HELLIWELL
HEADMASTER**