

Procedure on Student records – what we keep and where we keep it

This procedure clarifies what hard copy documents and electronic documents are kept for each child at the school, and where they are kept.

1. Student files

The following information is kept in the central office filing cabinet. The administration staff are responsible for ensuring that each student has a separate folder which contains the following:-

1.1 Central file

1. Enrolment form
2. Birth certificate/ passport
3. Correspondence with parents
4. Individual Education/ Behaviour Plans (IEPs/ IBPs) as provided by class teacher
5. Permission to administer medication (if applicable)
6. Mid year and end of year reports – a copy of the report sent to parents

The central filing cabinet is locked and each teacher and the office staff have keys to unlock.

1.2 Emergency contact information

Update forms are circulated to parents/ caregivers twice a year and the updated forms are kept on the Emergency contacts folder in the central office area.

2. Assessment information

Class teachers are responsible for ensuring that assessment information is kept as follows:-

Electronically on the server :-

- 2.1 On a class by class basis the mid year and end of year overall academic achievement mark in Learning Steps ‘Summary of Judgements’ – for reading, writing and maths.
- 2.2 On a class by class basis the mid year and end of year detailed measures against Learning Steps markers in Reading, Writing and Maths
- 2.3 Individual end of year and mid year assessments. These show learning steps assessments including results of any assessments as required by the school’s assessment schedule.
- 2.4 Mid year and end of year reports as provided by class teacher to the parents
- 2.5 A summary of school wide assessment is collated from 2.1 and used to produce analysis for reports to the Board of Trustees.

Hard copies of the reports listed at 2.1, 2.2 and 2.5 are also filed on the school assessment folder in the Principal's office.

Paper copies of assessment records

These are kept on file in the Principal's office on a class by class basis. Hard copy of interim and end of year reports are kept on the central filing cabinet.

Signed..... Date.....
By Principal

Print name..... Review date