



## **RECORD KEEPING POLICY**

**Review Date:** September 2019

### **Aims**

Record keeping is an integral part of the National Curriculum statutory procedures. This policy outlines the purpose, nature and management of record keeping in our school. The implementation of this policy is the responsibility of all staff and will be monitored by the Senior Leadership Team.

Records will be kept for each child of attainment and progress (achievement) and these records will be used by teachers when planning work for the children to ensure progression and continuity within the curriculum.

### **Implementation**

There are statutory requirements governing the content of each child's curricular record, transfer of records between schools and parental access to child's records.

A curricular record must be kept for each child containing academic achievements, other skills and abilities and progress in school. It must be updated at least once every school year. It must also contain results of the end of Key Stage assessments.

Parents have a right to access records concerning their own child, with limited exceptions for children looked after by the local authority and subject to the Head teacher's discretion.

### **Storage of Records**

Each child will have a folder in which the teacher will put:

- copies of all written reports to parents
- results of statutory assessments (end of KS1 and KS2 SATs)
- details of special needs (ALMS and other materials)
- reports from previous schools if applicable
- Foundation profile results

Assessment data and information about children including: date of birth, address, attendance record etc. is also held electronically through the Scholar Pack system. This is accessible in the main office and on computers allocated for teacher use only – login and password protected.

A folder is kept in each classroom containing copies of ALMs, copies of any reports or necessary documents relating to the teaching and learning of children with SEND. Teachers will implement ALMS written in conjunction with the SENDCO. The SENDCO will maintain special needs records containing all information pertaining to children with special needs. This is kept in a locked cabinet in the special needs room.

### **Intervention Records**

A folder is kept in each classroom to provide a record of any intervention used with the children. This folder should be kept up to date by any adult working with a specific child or groups of children. Interventions may include:

- scooping

- pupil premium work
- SEND intervention
- verbal feedback

### **Observation Records**

In Nursery and Reception Tapestry, an online learning journey, is used to communicate children's observations and achievements to parents, allowing them to follow their child's progress and reflect upon their achievements relating to the EYFS profile. These are stored and a copy is given to parents on a CD at the end of the year. A PDF format is sent up to the next teacher and an example of exceeding, expected and emerging is kept by teachers for future reference.

### **Medical Records**

Children with identified medical needs have documentation completed by parents and guardians. These are kept in the main office and a copy is in each child's confidential file. Individual Health Plans are drawn up for children with complex health needs. Notes to inform all parties about individual symptoms, treatments and medication are kept by the class teacher. The Administration Officer, SENDCO and First Aider keep a list of children with medical needs so they can be treated effectively as necessary.

Please refer to the School policy on the administration of medicines and medical conditions in school.

### **Transfer of Records between Schools**

When a child leaves Monkshouse before the end of their primary schooling it is the class teacher's responsibility to gather the appropriate records for the next school and send them to the school office as soon as possible so they can be sent to the next school. The school will send a CTF file as soon as the new school has informed us the child has been admitted.

In preparation for secondary transfer, the LA transfer records documentation is completed for individual children. This includes SATs results, teacher assessments and reports. Only when requested are specific records completed by the class teacher. Personal folders for the children are sent on to secondary schools by year 6 class teachers.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_