

St Anne's RC Primary and Nursery School Audenshaw Policy for School Records and Handling Information

Mission Statement

"To help every person to achieve his or her best in work and in play.

To celebrate whatever is good and to follow in the footsteps of Jesus by supporting each other for the honour and glory of God".

Rationale

In line with our Mission Statement, where every person is valued, the Governors of St Anne's recognise their responsibilities in terms of the keeping, maintaining and transfer of pupil records. This Policy also includes the requirements of the Data Protection Act and the Freedom of Information Act relating to the handling of requests from members of staff, pupils, parents and the general public for information held by the school.

Guidelines

The Governing Body will ensure that:

- the arrangements operated by the school for the retention, management and release of public records complies with statutory requirements.
- record keeping and the storage of information are important functions of both the administration and teaching staff of a school.
- school records include those pertaining to personal details of pupils, along with those of their academic performance; assessments and examination results; school policies; minutes of school-based meetings; including information received from the Department of Education and other education bodies, solicitors, and public bodies.

At St Anne's we recognise our responsibility to maintain records and record keeping systems. Within our methods of creating and keeping records and sharing information with staff, children, parents and the general public, we are aware that, in doing so, we will:

- take account of matters such as: the most efficient and effective way of storing records and information ie paper or electronic forms;
- the confidential nature of the records and information stored;
- the security of the record system/s used;
- privacy and disclosure;
- their accessibility and to whom they are accessible.

Children's Records

At St Anne's we acknowledge the legal requirements to make arrangements to transfer a formal record of a pupil's academic achievements and progress, as well as their other skills and abilities, within 15 school days of a pupil transferring schools.

This information will be transferred to the headteacher of a school to which a pupil transfers.

Any information requested by a parent relating to their child's formative record of progress and achievement, should be provided free of charge.

St Anne's recognises its statutory duties of the principles regarding privacy and disclosure under the Data Protection and the Freedom of Information Acts when dealing with requests for information from members of staff, pupils, parents and the general public.

As processors of personal information, we will ensure that information will be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept for longer than necessary;
- processed in line with individuals' rights;
- secure; and
- not transferred to other countries without adequate protection.

Parents will:

- receive a copy of their own child's educational records. This includes a formal record of the pupil's academic achievements, other skills, talents and achievements and educational progress

Please also read the following Policies

E Safety, Lap Top, Freedom of Information, Confidentiality

The Policy will be discussed each September with all staff and Reviews annually.

This Policy was Reviewed: 12th September 2017