



This policy is for the whole school including the Early Years Foundation Stage (EYFS).

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 Roedean Moira House has been drawn up in conformity with legislation and regulations affecting schools.

CURRENT PUPILS

An electronic file is kept on each pupil on the school management system, PASS. The file holds the registration and acceptance form, (the parent contract) and the academic record of a pupil as she progresses through the school. It will also include reports of all conversations between parents and members of staff about any academic or pastoral issues, school reports, references from previous schools and references prepared for universities and other institutions. It will record any disciplinary sanctions imposed on a pupil. The record identifies those with parental responsibility for the pupil and any court orders affecting parental responsibility or the care of the boarder.

The information held on the school's electronic database covers: the pupil's name, address, form, pyramid, and emergency contact details, academic performance, subjects studied 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 section of our school management system, PASS. The medical record contains: the NHS records of pupils, together with the medical questionnaire that the parents completed when their child joined the school, and records of all treatment and immunisations that a pupil receives during her time at the school, including records of all accidents and injuries. They include any significant known drug reactions, major allergies and notable medical conditions. This information is available to staff likely to administer medication or treatment. The Catering Manager holds details of pupils with food allergies.

The School Nurse 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, in a boarding house, or when arranging trips and visits. The office staff will insert an electronic "flag" onto the school database so that the teaching staff will know that they should consult the School Nurse about a particular individual when arranging an activity.

FINANCIAL RECORDS

The Accountants hold financial records on all pupils throughout their career at the school via our school management system, PASS. 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. Teaching staff may consult the pupil records held on PASS. Access to medical records is restricted to the Medical staff. Access to financial records is restricted to the Head of School and Finance department.

DATA PROTECTION POLICY

Parents accept a place for their child at Moira House Girls 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 Moira House Girls 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

Moira House Girls School'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

Moira House Girls 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 staff will be given training accessing and managing school records (including the database), as part of their induction into the 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 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 in the Old Girls' office.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook



ROEDEAN
MOIRA HOUSE

ROEDEAN MOIRA HOUSE RECORD KEEPING POLICY 2018-19

Boarding Staff Handbook
National Minimum Standards for Boarding Schools
ISI Handbook for the Inspection of Schools, Regulatory Requirements
Teachers' Standards
Departmental Handbook
Data Protection Policy
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: May 2019