

Record Keeping Policy

The law and ISI reporting standards require that a large number of records are maintained and kept by schools covering a range of issues relating to staff and pupils. The policy for managing records at Rossall School has been drawn up in conformity with legislation and regulations affecting schools.

Current Pupils - Pupil Records

A file is kept on each pupil in the School Office. The file holds the registration and acceptance form, (the parent contract) and the academic record of a pupil as he or 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 information held on the school's electronic database covers: the pupil's name, address, form, house, and emergency contact details, academic performance, subjects studied and daily attendance.

Pupils with Special Educational or Medical Needs

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

Medical Records

A confidential medical record on each pupil is kept securely in the Medical Centre by the Medical Staff. The medical record contains: the NHS records of pupils who are registered with Dr Carpenter, 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 his or her time at the school, including records of all accidents and injuries to the child.

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.

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 administrative staff are able to access the school's password protected database. Teaching staff may consult the pupil records held in the School Office. Access to medical records is restricted to the Medical staff. Access to financial records is restricted to the Headmaster and the Bursary staff.

Date Protection Policy

Parents accept a place for their child at Rossall 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 Rossall 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.

Rossall 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

Rossall 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 teaching and office staff will be given training accessing and managing school records(including the database), as part of their induction into the Rossall School "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 Alumni office.

Related Policies

- Pupil & Parents Data Protection Policy
- Staff Data Protection Policy
- Admissions and Attendance Register
- Pupil Sanctions Records
- Reports and references
- Recording and Reporting Accidents to staff, pupils and visitors

Date of Policy: **September 2011**

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