



Wetherby Kensington
4 Wetherby Gardens
London
SW5 0JN

Record Keeping Policy

Policy reviewed by: Helen Milnes

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Submission: July 2021

Policy actioned from: September 2021 – August 2022

Next review date: July 2022

Reviewer's Signature: *Helen Milnes*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Record Keeping Policy

Records are a very important part of any school. The school needs to create and maintain accurate records in order for it to function. The policy for managing records at Wetherby Kensington has been drawn up in conformity with legislation and regulations affecting schools.

CURRENT PUPILS

Pupil Records

A file is kept on each pupil in Reception, Years 1, 2 and 3 in the school office at Wetherby Kensington. The file holds the registration and acceptance form, the joining pack, and the academic record of a boy as he progresses through the school. It may also include reports of conversations between parents and members of staff about any academic or pastoral issues, school reports, references from previous schools and references prepared for Prep Schools. It will record any disciplinary sanctions imposed on a pupil. The above information is also stored on the school's password protected database.

The information held on the school's electronic database, SIMS, covers: the pupil's name, address, date of birth, form, House, dietary and medical requirements and daily attendance and parent and guardian contact details.

Medical Records

A confidential medical questionnaire, which forms part of the joining pack, is kept securely in each boy's file. The medical questionnaire is completed by parents when their son joins the school. Records of any accidents or injuries a pupil has during his time at the school, is kept in the boy's file and accident folder.

Financial Records

SIMS holds financial records on all pupils throughout their time at the school. These include a record of the deposit, bills for tuition fees and extras, and payment of these fees. The Finance Officer holds information on club payments made throughout a pupil's time at the school.

Pupils with Special Educational Needs (SEND)

The names of pupils with Special Educational Needs (SEND) are recorded in the Special Educational Needs Register and this information is also recorded on SIMS.

Refer to: Special Educational Needs and Disability Policy

ACCESS BY STAFF

Staff are able to access the records of the boys on the school's password protected database, SIMS. Staff are also able to access the boys' daily attendance, school reports and other information on the school's password protected database. All staff may consult the pupil records held in the School Office.

Access to financial records is restricted to the Headmistress and the Finance Officer.

DATA PROTECTION POLICY

Parents accept a place for their child at Wetherby Kensington 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 Wetherby Kensington are asked to complete a Media Parental Permission Form as part of their joining pack, which asks them 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 website.

Refer to: Photos and Images Policy

FAIR PROCESSING NOTICE

Wetherby Kensington 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 Wetherby Kensington "style" for marking work, report-writing, written and electronic communications with pupils and parents.

This policy will be reviewed annually