



Brentwood School

WHOLE SCHOOL RECORD KEEPING POLICY

Records are the life blood of any school; a school needs to create and maintain accurate records in order for it to function. The policy for managing records at Brentwood School has been drawn up in conformity with legislation and regulations affecting schools.

CURRENT PUPILS

Pupil Records

Pupil records are held securely and only made accessible and available to those who have a right or professional need to see them. The School ensures that all staff understand the need to protect the privacy of its pupils as well as the legal requirements that exist to ensure that information relating to each child is handled in a way that ensures confidentiality.

A structured paper file is kept on each pupil in the School Office. The file holds the registration and acceptance form and the academic record of a pupil as he or she progresses through the school. It will also include letters to and from parents, records of conversations and email communications between parents and members of staff about significant 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, known as SIMS, covers: the pupil's name, address, ethnicity, form, house, and emergency contact details, academic performance, subjects studied and daily attendance.

It is School policy that electronic correspondence, such as emails and letters stored as files, is retained only for 3 months and then deleted, except for items included in the pupil file.

Assessment Records

In the Senior and Preparatory Schools detailed records of pupils' academic progress are maintained on SIMS. In the Preparatory School 3-7 teachers maintain an assessment folder. Assessment information is kept on the pupil record file by the class teacher and stored in a locked filing cabinet in the classroom.

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 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 your child.

The School Nurse provides 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 and 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 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.

DATA PROTECTION POLICY

Parents accept a place for their child at Brentwood 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.

Brentwood 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. The procedure for dealing with a Subject Access request is detailed below. It also covers the circumstances under which data may be disclosed to a third party.

FAIR PROCESSING NOTICE

Brentwood 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 in accessing and managing school records (including the database), as part of their induction into the Brentwood 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 28 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 Marketing and Development office.

DATA PROTECTION REQUESTS

Routine Enquiries

Parents are provided with regular reports and opportunities to discuss the progress and well-being of their child. However, where a parent wishes to see additional information held by the School in respect of their child, parents should contact the Class Teacher, Form Tutor, Subject Teacher or Head of Year as appropriate. As long as there is no reason to doubt the identity of the requestor, this information will be made available as far as possible. Rights of access are explained further in the Pupil Data Protection Policy, available on the School website. Where a parent wishes to make a formal subject access request, the following procedure should be followed:

Formal Requests for Information

1. Such requests should be made in writing to the School's Data Controller, the Bursar.
2. The identity of the requester will be checked.
3. If there is any doubt as to the nature or the extent of the information required, this will be clarified.
4. The School may charge an administration fee of up to £10.
5. The School has **40 calendar days to respond**, and it should be understood that access to some teacher records may not be reasonably possible during school holiday periods.
6. No deletions or amendments, other than routine changes, will be made to the records as a result of receiving the request.
7. Information about other pupils will be redacted before making it available.
8. Technical terms and abbreviations will be explained as far as possible so that information can be understood.
9. Although archived data, maintained in a filing system, may be requested, the School is not required to search for information held in an unstructured format unless it is easily accessible.
10. The response will be supplied in permanent form except where the individual agrees or where it is impossible or would involve undue effort.
11. Where the requester believes that there may be additional information which has not been disclosed, they are entitled to specify what this may be and the School will make every effort to provide this.