

CATOR PARK SCHOOL

RECORDS POLICY

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USING THE ELECTRONIC REGISTER SYSTEM.

Data entered in the computer will:

- track pupils from lesson to lesson and monitor attendance and truancy
- produce attendance figures for reports
- generate information to prepare for interviews with parents and letters to parents
- give a complete academic picture of a pupil on a weekly basis.

REGISTERING YOUR CLASS.

A register should be taken and sent at the beginning of every lesson.

An absence should be entered using the same codes as are used for the am and pm tutor group registers.

A presence should be entered using the following codes:

| | |
|---|---|
| / | Present |
| N | Absent |
| B | Being educated elsewhere – includes flexi schooling |
| C | Other circumstances e.g. illness |
| E | Excluded |
| F | Family bereavement |
| H | Holiday |
| I | Interview |
| L | Late |
| M | Medical/dental |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study leave |
| V | Educational Visit |
| W | Work experience |

GRADES AND MARKS

Home work grades follow the school assessment and marking policy. Records of which are kept by individual teachers.

Test, Examination, and Attainment Grades may be entered at appropriate intervals.

FACULTY RECORDS

1. Set/groups lists - these should be updated regularly and the Deputy Head and Headteacher informed so that the information can be recorded in the bulletin and timetables can be updated.
2. Continuous assessment/examination marks.
3. Final marks for examinations/final assessments in rank order as well as in form/group order.
4. Relevant work should be available for parents/external assessors etc. to see if required.
5. A stock book/asset registers of all equipment costing over £100. Stock books/asset registers should be completed when new items of equipment arrive.
6. The equipment should be checked against the stock book/asset register at the end of the Summer Term and given to the Headteacher for signing. These stock books/asset registers must be kept in the office to be available for the Borough's auditors.
7. Text books should be numbered and a record kept.

PASTORAL RECORDS

All staff should ensure that any information relating to a pupil, including all reports, incident forms, Cause for Concern forms, referral forms and any communication with parents (see attached) are stored centrally in the office files.

Revised: July 2009

CONFIDENTIAL
INTERVIEW WITH PARENTS

Name of student _____ Tutor Group _____

Date of interview _____ Participants _____

Reason(s) for interview

Main points

Agreements

Signed _____

Distribute to: File/HoY/Tutor/SENCO/other

CATOR PARK SCHOOL

PUPIL NAME FORM

DATE TIME TUTOR

**TUTOR TELEPHONE CALL TO
PARENT/GUARDIAN**

REASON FOR CALL

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DETAILS

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Please pass this to your Year Head who will put it on the pupil file