

Policy on Record Keeping

AIM:

The aim of this Policy is to clearly identify the various responsibilities for record keeping within the school.

FORMATION OF POLICY:

The policy is formulated by The Principal, Deputy Principals, Yearheads, Secretarial Staff, Assistant Principals, other teachers.

IMPLEMENTATION:

The following will form the general thrust of the policy:

- (a) Accounts – all documentation, files, disks, lodgement books, cheque books relating to the Number 1 account, to be kept in a fire proof cabinet in the main office. All computer access to have confidential pass. Files to be released only on the instruction of the Principal.
- (b) Special Accounts including Supervision/Substitution to be the responsibility of Assistant Principal -Accounts
- (c) General Files – all general files i.e. school reports (office/yearhead) student record, Board of Management reports and Memo files, exam results, letters, correspondence, disks, etc to be the responsibility of an administrative officer. All these files to be kept in the main office. Computer to have confidential pass and files only to be released by the Principal/ Deputy Principals
- (d) Student Records – All exam results, letter(s) to parents/guardians (containing exact detail of meetings with parents, serious incidents and sensitive issues,) reports to be kept by each Yearhead in a filing cabinet in their various offices. These files only to be removed with the consent of the Yearhead or on the instruction of the Principal/Deputy Principals.
- (e) Sensitive Issues – Sensitive issues being dealt with by the Chaplain, Home School Liaison Officer, Counsellor, Retention Officer, Special Education to be recorded on Special Form and given to Yearhead for filing.
- (f) Special Education – Special Education files to be kept by the Special Education Co-ordinator. These include reasonable accommodation.
- (g) All Yearhead books, diaries, detention records, suspension book, study hall book, tutor books, clean up book, late pass book, sign out book to be collected at the end of the school year and filed.
- (h) Records and all files will be kept for a period of seven years

MONITORING:

This Policy will be monitored by the Principal/Deputy Principals

SUCCESS CRITERIA:

That all records are kept in accordance with the policy

REVIEW PROCEDURE: Annually by Principal, Deputy Principals and Administration Staff.

