



Record Keeping Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office. It applies to all aspects of Hurlingham School's work, including the Early Years Foundation Stage (EYFS) Nursery and Reception pupils.

Records are the life blood of any school. The school needs to create and maintain accurate records in order for it to function. The policy for managing records at Hurlingham 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 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 record identifies those with parental responsibility for the pupil and any court orders affecting parental responsibility.

The information held on the school's electronic database covers: the pupil's name, address, form, house, and emergency contact details, academic performance and daily attendance. It will also include reports of conversations between parents and members of staff about any academic or pastoral issues, safeguarding concerns, school reports, references prepared for other institutions. Confidentiality of personal information is protected.

Pupils with Special Educational and Welfare Needs

The names of pupils with special educational, welfare or medical needs are recorded and any special provision to be made for individual pupils are made available to those staff with a need to know that information.

Medical Records

A confidential medical record on each pupil is kept securely on the School's Database and in the pupils file in the School office. 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 their time at the school. Records of all accidents and injuries to your child during their time at school are kept in Accident Books and also on the school's database. They include any significant known drug reactions, major allergies and notable medical conditions. This information is available to staff likely to administer medication or treatment. The Catering Manager holds details of pupils with food allergies. Code Red medical posters displaying the photographs and names of any children with potentially life threatening medical conditions together with information on what to do in the event that they become unwell are displayed in some group spaces and the classrooms where those children may be taught.

The Admissions Registrar and Principal (who prepares the Code Red posters) 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, when arranging trips and visits. The office staff will insert an 'code red' indicator onto the school database, so that the teaching staff will know that they should take note of a particular pupil's medical needs when arranging an activity. Details of any pupils with potentially life threatening medical conditions are also contained within the bags taken to sporting activities.

Financial Records

The Admissions Registrar and Financial Controller hold 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. This information is also held confidentially on the School database.

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 financial records is restricted to the Head, Principal, Admissions Registrar and Financial Controller. Access to any Safeguarding information is restricted to the DMS (Principal) the Headmaster, Heads of Section and relevant teachers where appropriate or necessary.

Data Protection Policy

Parents accept a place for their child at Hurlingham 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 Hurlingham 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.

Access by Parents and Pupils

Hurlingham School's Data Protection policy describes its duties and obligations under the Data Protection Act, including parents' rights and the rights of ex-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

Hurlingham 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 Hurlingham School's "house 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.

Date created: May 2017

Date of last review: June 2018

Date for review: June 2019