

Keeping School Records

Apart from the attendance registers which are an important daily task, Heads should try to do other paper-work in their free time.

Refer to the Procedure "School Registers and Records" in the Appendix for more detail about school registers and records.

Refer to the Procedures "Planning and Budgeting" for further details about financial planning and keeping financial records.

Head Teachers are responsible for:

An **Admission Register** for writing the names and ages of all pupils as they enter the school for the first time. Wherever possible Heads should seek proof of the child's date of birth. Parents should be asked to show a birth certificate or a hospital certificate which clearly shows the exact date of birth.

Transfer and Identity Cards – the pupils' personal record cards. These should be completed when a child first enters the school. They should be made up to date every year and passed on to the new school if the child leaves.

Student Files: Each student should have a file containing their basic information such as family details, birth certificate, copies of academic performance reports, health reports, and student transfer card.

Attendance Registers to show daily attendance. These registers are very useful to monitor both regular attendance and punctuality.

Teachers' Files: These should contain personal details, reports, level of education etc, not confidential information.

Staff Register. Heads should record every absence from duty of members of the school staff. All absences caused by illnesses should be supported by a medical certificate. All other reasons for absence must be recorded.

A record of all school contributions should be carefully maintained if these are paid. This should show the amount paid and the date of the payment.

A School Accounts Book which shows what money has been spent for all kinds of things for the school. Wherever possible Heads should ask for a receipt for every payment they make on behalf of the school.

A School Stock Book which lists all the school's equipment, tools, books, furniture etc. It is possible that this book will be asked for if an auditor visits the school.

A School Log Book/Diary for keeping a record of important visitors and important events which take place during the school year. This book is best kept up-to-date by a weekly entry on a Friday afternoon.

The Visitors Book. As an additional record to the Log Book some Heads use a Visitors Book in which visitors to the school 'write their name, job and address together with a comment about the school.

Accident Book. Heads would be wise to keep a careful record of any accidents which happen to either children or members of staff while they are on the school premises. Describe what caused the accident, describe any injuries caused and say what action (first-aid, sent to local medical post) was taken. Always record dates and times.

Other paperwork will include making a **file of all correspondence** received together with copies of any replies written and all copies of reports to the PEO including confidential reports on members of staff. A Head should also keep **personal files** relating to his own teaching and that of the rest of the staff. He should keep careful note of any **test or examination results** relating to the progress of his pupils.

Teachers' records: Heads should ensure that their teaching staff keep the following records:-

- Daily Register of attendance;
- Class baseline information (lists of names, contact addresses and other basic information for each child);
- Lesson preparation book or file;
- Record of work done;
- A copy of the approved syllabus;
- A mark book with test results;
- A book to record the children's progress;
- A stock list of classroom equipment;
- A copy of the notice of official hours.