



# **POLICY ON RECORD KEEPING FOR SHAKESPEARE PRIMARY SCHOOLS**

To be reviewed: 3 YEARLY

Adopted by Governors: June 1994

Previously amended and reviewed by: GE June 2017

To go to: Curriculum Committee

Approved by Governors: 28<sup>th</sup> September 2020

Most recent amendment and review: WM 3<sup>rd</sup> June 2020

At Shakespeare we believe that our Record Keeping Policy should include:

- a) academic achievements
- b) other skills and abilities
- c) progress in our school
- d) administrative information
- e) notes made by one teacher which are subsequently passed on to another
- f) personal and social information

#### RECORDS SHOULD BE

- a) connected with planning
- b) be ongoing
- c) sometimes involve the pupil

#### AND SHOULD SERVE TO

- a) recognise achievements
- b) monitor progress
- c) document evidence, including that required for National Curriculum assessment
- d) motivate
- e) inform planning and evaluation
- f) form a basis for reporting

We believe these records should be brief and to the point. We also believe that we do not need to record everything a child does. Most of our evidence is available from the child's curricular record which begins in Reception class and is on-going throughout the school. We are constantly monitoring consistency of record keeping throughout the school. The headteacher will sample pupil records each term to monitor this. Records should, on the whole, be positive but a child's under achievement should also be recorded. As we have topic weeks for history and geography subjects, records for these curricular areas will be updated at the end of a topic. English and Maths records will be updated at least once a term but the report to parents will serve as the record for the summer term.

These should serve as a help from one teacher to another on the personal and social needs of the children. Such things as behaviour, personal or medical notes should be made including occurrences and dates and recorded on CPOMS. A comment should be made at least once a term.

## SPECIAL EDUCATIONAL NEEDS

Children on the SEN register will have additional records. (See SEN policy and guidelines)

## ACCESS TO RECORDS

Parents are entitled to see their children's curricular records on request, allowing 15 days for the school to respond. The governing body also has access to the records.

## TRANSFER OF RECORDS

Up to date records will be sent to receiving schools when a pupil transfers and when transition to high school occurs.

SF June 1994

Reviewed 1997

Reviewed 1999

Reviewed 2017

Revised WM 03/06/2020