



# Leytonstone School

## **Records Retention and Deletion Policy**

This records retention and deletion policy contains recommended retention periods for the different record series created and maintained by the school in the course of our business. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the UK General Data Protection Regulation (GDPR), Data Protection Act 2018 (DPA) and the Freedom of Information Act 2000 (FOI).

Managing record series using these retention guidelines will be deemed to be “normal processing” under the legislation mentioned above. If record series are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

This policy will be reviewed at intervals of no less than three years, or exceptionally, if required by changes in Data Protection, Freedom of Information or other relevant legislation.

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## Controlled Document

<b>Title</b>	Record Retention and Deletion Policy
<b>Document Type</b>	Approved
<b>Author</b>	Data Protection Officer
<b>Owner</b>	Headteacher
<b>Subject</b>	Record Retention and Deletion
<b>Government Security Classification</b>	Official
<b>Document Version</b>	Version 3
<b>Created</b>	January 2023
<b>Approved by</b>	Board of Governors
<b>Review Date</b>	September 2026 or earlier where there is a change in the applicable law affecting this Policy Guidance

### Version Control:

Version	Date	Author	Description of Change
1	June 2020	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	New Policy
2	September 2021	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	Annual Review Retention Schedule replaced
3	January 2023	Data Protection Enterprise Ltd <a href="http://www.dataprotectionenterprise.co.uk">www.dataprotectionenterprise.co.uk</a>	Policy review

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## **1. The purpose of the retention schedule**

Under the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA 2018) and the Freedom of Information Act 2000 (FOIA), schools are required to maintain a retention schedule listing the record series which the school creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. It also lays down the basis for normal processing under both Data Protection and Freedom of Information legislation.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all information, regardless of the media in which they are stored (e.g paper/electronic/microfilm/photographic etc).

## **2. Benefits of a retention schedule**

There are a number of benefits which arise from the use of a complete retention schedule:

- a. Managing records in line with best practice guidance fulfils duties under Section 46 Code of Practice on Records Management under the Freedom of Information Act 2000. Retention Guidelines are published so there is clear communication to customers over what information should still be available to them if they wish to make a subject access request. To retain information for too long or to destroy it too soon leaves us open to criticisms on openness and transparency, and in some cases, compliance with the law.
- b. Members of staff can be confident about the safe disposal of information at the appropriate time.
- c. Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- d. The school is not maintaining and storing information unnecessarily.

Members of staff should be aware that once a Freedom of Information request is received, or a legal hold imposed, then records disposal relating to the request or legal hold must be stopped.

Records which may be required by IICSA (Independent Inquiry into Child Sexual Abuse) should be treated as though they are subject to a legal hold.

## **3. Maintaining and amending the retention schedule**

Where appropriate the retention schedule should be reviewed and amended to include any new record series created and remove any obsolete record series.

Some of the retention periods are governed by statute and if record series are to be kept for longer or shorter periods than laid out in this document then the reason(s) for this need to be documented.

Where there is a recommendation to archive the information, this may be in an electronic format. There is no requirement to convert the information into a hard copy. Such records should be kept in separate electronic folder suitably marked as holding archival material.

#### **4. What to do with records once they have reached the end of their administrative life**

##### **4a. Destruction of records**

Where records have been identified for destruction they should be disposed of in an appropriate way. All records containing personal information, or sensitive policy information should be shredded before disposal (if possible). Any other records should be bundled up and disposed of to a waste paper merchant or disposed of in other appropriate ways.

The Freedom of Information Act 2000 requires the school to maintain a list of records which have been destroyed and who authorised their destruction. Members of staff should record at least:

- File reference (or another unique identifier);
- File title (or brief description);
- Number of files
- The name of the authorising officer

This could be kept in an Excel spreadsheet or other database format.

##### **4b. Transfer of records to the Local Authority**

Where records have been identified as being worthy of permanent preservation, arrangements should be made to transfer the records to the Local Authority.

##### **4c. Transfer of information to other media**

Where lengthy retention periods have been allocated to records, members of staff may wish to consider converting paper records to other media such as digital media. The lifespan of the media and the ability to migrate data where necessary should always be considered.

#### **5. All Staff**

Everyone is responsible for:

- Following procedures and guidance for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this policy (if authorised to do so).
- Ensuring that any proposed divergence from the records retention and disposal policies is authorised by the Head Teacher.

## **6. Links with other Policies**

This Records Retention and Deletion Policy is linked to the Schools:

- Data Protection Policy
- Freedom of Information Policy
- CCTV Policy
- Data Sharing Policy
- Safe-guarding Policy
- GDPR Privacy Notices

## **7. References**

- UK General Data Protection Regulation
- Data Protection Act 2018
- Article 8, The Human Rights Act 1998
- Freedom of Information Act 2000
- Code of Practice on Records Management (under Section 46 of the FOIA)

## RETENTION SCHEDULE

### 1. Governing Body

This section contains retention periods connected to the work and responsibilities of the governing body. For further information about governing body records please see “The constitution of governing bodies of maintained schools’ Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017”

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

1.1 Management of Governing Body					
	Basic File Description	Statutory Provisions	Retention Period [operational]	Action at the end of the administrative life of the record	Personal Information
1.1.1	<ul style="list-style-type: none"> <li>◇ Instruments of government</li> <li>◇ Trusts and Endowments</li> </ul>		For the life of the school	Consult local authority before disposal	
1.1.2	Records relating to the election of parent and staff governors <b>not</b> appointed by the governors		Date of election + 6 months	SECURE DISPOSAL	Yes
1.1.3	Records relating to the appointment of co-opted governors		Record decision in minutes and destroy once the co-opted governor has finished their term of office. If there are any allegations concerning children retain for 25 years.	SECURE DISPOSAL	Yes
1.1.4	Records relating to the election of chair and vice chair		Record decision in minutes, then destroy.	SECURE DISPOSAL	Yes

<b>1.1.5</b>	Scheme of delegation and terms of reference for committees		Retain for reference purposes for six months in case decisions need to be justified.	These could be offered to the Local Authority if appropriate	
<b>1.1.6</b>	Meeting's schedule		Current year	STANDARD DISPOSAL	
<b>1.1.7</b>	<ul style="list-style-type: none"> <li>◇ Agenda (principal copy)</li> <li>◇ Minutes – principal set [signed]</li> <li>◇ Reports made to the governors' meeting which are referred to in the minutes</li> </ul>		10 years from the date of the meeting		Potential
<b>1.1.8</b>	Register of attendance at Full governing board meetings		Date of last meeting + 6 years	SECURE DISPOSAL	Yes
<b>1.1.9</b>	Records relating to Governor Monitoring Visits		Date of the visit + 3 years	SECURE DISPOSAL	Yes
<b>1.1.10</b>	Records relating to complaints made to and investigated by the governing body or head teacher		Major complaints: current year + 6 years. If negligence/child protection or safeguarding involved, then: current year + 15 years.	SECURE DISPOSAL	Yes
<b>1.1.11</b>	Correspondence sent and received by the governing body or head teacher		General correspondence should be retained for current year + 3 years	SECURE DISPOSAL	Potential
<b>1.1.12</b>	Action plans created and administered by the governing body		Until superseded or whilst relevant	SECURE DISPOSAL	

<b>1.1.13</b>	Policy documents created and administered by the governing body		Until superseded		
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## 1.2 GOVERNOR MANAGEMENT

<b>1.2.1</b>	Governors Code of Conduct		Until superseded		
<b>1.2.2</b>	<ul style="list-style-type: none"> <li>◇ Records relating to governor declaration against disqualification criteria</li> <li>◇ Records relating to the training required and received by Governors</li> <li>◇ Records relating to the induction programme for new governors</li> <li>◇ Records relating to DBS checks</li> <li>◇ Governor personnel files</li> <li>◇ Register of business interests</li> <li>◇ Records relating to the appointment of a clerk to the governing body</li> <li>◇ Records relating to the terms of office of serving governors, including evidence of appointment</li> </ul>		Date appointment ceases + 6 years	SECURE DISPOSAL	Yes



## 2. Management of the School

This section contains retention periods connected to the processes involved in managing the school, including Human Resources, Financial Management, Payroll and Property Management.

<b>2.1 HEAD TEACHER AND SENIOR MANAGEMENT TEAM</b>					
	<b>Basic file description</b>	<b>Statutory Provisions</b>	<b>Retention Period [Operational]</b>	<b>Action at the end of the administrative life of the record</b>	<b>Personal Information</b>
<b>2.1.1</b>	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies		Date of the meeting + 3 years then review annually, or as required if not destroyed	SECURE DISPOSAL	Potential
<b>2.1.2</b>	Reports created by the Head Teacher or the Management Team		Date of the report + 3 years	SECURE DISPOSAL	Potential
<b>2.1.3</b>	Professional development plans		These should be held on the individual's personnel record.	SECURE DISPOSAL	Potential
<b>2.1.4</b>	School development plans		Life of the plan + 3 years	SECURE DISPOSAL	
<b>2.2 OPERATIONAL ADMINISTRATION</b>					
<b>2.2.1</b>	Records relating to the creation and publication of the school brochure or prospectus		Current academic year + 3 years	The school could preserve a copy for archive otherwise STANDARD DISPOSAL	
<b>2.2.2</b>	<ul style="list-style-type: none"> <li>◇ School letters to parents or pupils i.e school closure, photographer, local trips etc</li> <li>◇ Newsletters and other items with a short operational use</li> </ul>		Current academic year + 1 year	STANDARD DISPOSAL	

<b>2.2.3</b>	Consents relating to school activities as part of GDPR compliance [for example, consent to being sent circulars or mailings. Photos displayed in school or on social media]		Consent will last whilst the pupil attends the school, it can therefore be destroyed when the pupil leaves	SECURE DISPOSAL	Yes
<b>2.2.4</b>	Visitor management systems		As per SLA	SECURE DISPOSAL	Yes

## 2.3 HUMAN RESOURCES

RECRUITMENT					
<b>2.3.1</b>	All records leading up to the appointment of a headteacher		Unsuccessful -Date of appointment plus 6 months. Successful – Add to personnel file and retain until end of appointment + 6 years, except in cases of negligence or claims of child abuse then at least 15 years	SECURE DISPOSAL	Yes
<b>2.3.2</b>	All records leading up to the appointment of a member of staff – unsuccessful candidates		3 months	SECURE DISPOSAL	Yes
<b>2.3.3</b>	Pre-employment vetting information – DBS Checks – successful candidates	DBS Update Service Employer Guide June 2014; Keeping Children Safe in Education 2018	Application forms, references and other documents – for the duration of the	SECURE DISPOSAL	Yes

		[Statutory Guidance from DoE] Sections 73, 74	employee's employment + 6 years		
<b>2.3.4</b>	Forms of proof of identity collected as part of the process of checking 'portable' enhanced DBS disclosure		Term of employment + 6 years	SECURE DISPOSAL	Yes
<b>2.3.5</b>	Pre-employment vetting information – Evidence proving the right to work in the United Kingdom – successful candidates	An Employer's Guide to Right to Work Checks [Home Office, May 2015]	Term of employment + 6 years	SECURE DISPOSAL	Yes

#### **OPERATIONAL STAFF MANAGEMENT**

<b>2.3.6</b>	<ul style="list-style-type: none"> <li>◇ Staff personnel file</li> <li>◇ Annual appraisal/ assessment records</li> <li>◇ Sickness absence monitoring</li> <li>◇ Staff training – where the training leads to continuing professional development</li> <li>◇ Staff training –e.g. first aid, health and safety, safeguarding or other child related training</li> </ul>	Limitation Act 1980 [Section 2]	Termination of Employment + 6 years	SECURE DISPOSAL	Yes
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## DISCIPLINARY AND GRIEVANCE PROCESS

If in any doubt as to which categories disciplinary records fall under, please seek advice from the local authority HR or Legal.

The ACAS code of practice on disciplinary and grievance procedures recommends that the employee should be told how long a disciplinary warning will remain current. However, this does not mean that the data itself should be destroyed at the end of the set period.

Any disciplinary proceedings data will be a record of an important event in the course of the employer's relationship with the employee. Should the same employee be accused of similar misconduct five years down the line, and then defend him/herself by saying 'I would never do something like that', reference to the earlier proceedings may show that the comment should not be given credence. Alternatively, if the employee were to be dismissed for some later offence and then claim at tribunal that he or she had 'fifteen years of unblemished service' the record of the disciplinary proceedings would be effective evidence to counter this claim.

Care should be taken not to confuse the expiry of a warning for disciplinary purposes with a requirement to destroy all reference to its existence in the personnel file. One danger is that the disciplinary procedure itself often gives the impression that, at the end of the effective period for the warning, the warning will be 'removed from the file'. This or similar wording should be changed to make it clear that, while the warning will not remain active in relation to future disciplinary matters, a record of what has occurred will be kept.

### DISCIPLINARY AND GRIEVANCE

<b>2.3.7</b>	Records relating to any allegation of a child protection nature against a member of staff	'Keeping children safe in education Statutory guidance for schools and colleges September 2018' 'Working together to safeguard children promote the welfare of children 2018'	Until the person's normal retirement age or 15 years from the date of the allegation (whichever is the longer) then REVIEW.	SECURE DISPOSAL These records must be shredded	Yes
<b>2.3.8</b>	Disciplinary proceedings ◇ Oral warning ◇ Written warning – Level 1		Valid from date of warning + 6 months. Retain on personnel file	SECURE DISPOSAL	Yes

	Final warning		Valid from date of warning + 18 months. Retain on Personnel file		
	Case not found		Retain on Personnel File	SECURE DISPOSAL	
<b>PAYROLL AND PENSIONS</b>					
<b>2.3.9</b>	Absence record		Retain on personnel file	SECURE DISPOSAL	Yes
<b>2.3.10</b>	<ul style="list-style-type: none"> <li>◇ Overtime</li> <li>◇ Payroll – gross/net</li> <li>◇ Payroll Reports</li> <li>◇ Pension Payroll</li> </ul>	Taxes Management Act 1970 Income and Corporation Taxes 1988	Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.3.11</b>	Personal Bank Details	If employment ceases, then end of employment + 6 years	Until superseded Retain on personnel file	SECURE DISPOSAL	Yes
<b>2.4 HEALTH AND SAFETY</b>					
<b>2.4.1</b>	Health and Safety Policy Statements		Life of Policy + 3 years	SECURE DISPOSAL	
<b>2.4.2</b>	Health and Safety Risk Assessments		Life of risk assessment + 3 years	SECURE DISPOSAL	
<b>2.4.3</b>	Accident reporting	Social Security [Claims and Payments] Regulations 1979 Social Security Administration Act 1992 Section 8. Limitation Act 1980	The Accident Book 5 years after last entry in the book.	SECURE DISPOSAL	Yes
<b>2.4.4</b>	Records relating to any reportable death, injury, disease or dangerous occurrence [RIDDOR]. For more information see <a href="http://www.hse.gov.uk/RIDDOR">www.hse.gov.uk/RIDDOR</a>	Reporting of Injuries, Diseases and Dangerous Occurrences	All records relating to the incident are held on personnel/ student file	SECURE DISPOSAL	Yes

		Regulations 2013 S1 2013 No 1471 Regulation 12(2)			
<b>2.4.5</b>	Control of Substances Hazardous to Health [COSHH]	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11;	Date of incident + 40 years	SECURE DISPOSAL	
<b>2.4.6</b>	Process of monitoring of areas where employees and persons are likely to have come into contact with asbestos	Control of Asbestos at Work Regulations 2012 S1012 No 632 Regulation 19	Last action + 40 years	SECURE DISPOSAL	
<b>2.4.7</b>	<p>Process of monitoring of areas where employees and persons are likely to have come into contact with radiation. Maintenance records or controls, safety features and PPE</p> <hr/> <p>Dose assessment and recording</p>	<p>The Ionising Radiation Regulations 2017. S1 2017 No 1075 Regulation 11</p> <p>As amended by S1 2018 No 390 Personal Protective Equipment [Enforcement] Regulations 2018</p>	<p>2 years from the date on which the examination was made and that the record includes the condition of the equipment at the time of the examination.</p> <hr/> <p>To keep the records made and maintained [or a copy of these records] until the person to who the record relates has or would have attained the age of 75 years, but in any event for at least 30 years from when the record was made.</p>	SECURE DISPOSAL	

2.4.8	Fire Logbooks (drills/ alarm check)		Current year + 3 years	SECURE DISPOSAL	
<b>2.5 FINANCIAL MANAGEMENT</b>					
<b>RISK MANAGEMENT AND INSURANCE</b>					
2.5.1	Employer's Liability Insurance Certificate		Closure of the school + 40 years [May be kept electronically]	SECURE DISPOSAL To be passed to the Local Authority if the school closes	
<b>ASSET MANAGEMENT</b>					
2.5.2	◇ Inventories of furniture and equipment ◇ Burglary, theft and vandalism report		Current year + 6 years	SECURE DISPOSAL	
<b>ACCOUNTS AND STATEMENTS [INCLUDING BUDGET MANAGEMENT]</b>					
2.5.3	Annual Accounts		Current year + 6 years	STANDARD DISPOSAL	
2.5.4	All records relating to the creation of budgets, including the annual budget statement and background papers		Life of the budget + 6 years	SECURE DISPOSAL	
2.5.5	◇ Invoices, receipts, order books and requisitions, delivery notices ◇ Records relating to the collection and banking of monies		Current financial year + 6 years	SECURE DISPOSAL	
<b>PUPIL FINANCE</b>					
2.5.6	Student Grant applications		Current year + 3 years	SECURE DISPOSAL	Yes
2.5.7	Pupil Premium Fund records		Date pupil leaves the provision + 6 years	SECURE DISPOSAL	Yes
<b>CONTRACT MANAGEMENT</b>					
2.5.8	All records relating to the management of contracts under signature	Limitation Act 1980	Last payment on the contract + 6 years	SECURE DISPOSAL	

<b>2.5.9</b>	Records relating to the monitoring of contracts		Life of contract + 6 years	SECURE DISPOSAL	
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#### SCHOOL FUND

<b>2.5.10</b>	<ul style="list-style-type: none"> <li>◇ Cheque books</li> <li>◇ Paying in books</li> <li>◇ Ledger</li> <li>◇ Invoices</li> <li>◇ Receipts</li> <li>◇ Statements</li> </ul>		Current year + 6 years	SECURE DISPOSAL	
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#### SCHOOL MEALS MANAGEMENT

<b>2.5.11</b>	Free school meals registers [where the register is used as a basis for funding]		Current year + 6 years	SECURE DISPOSAL	Yes
<b>2.5.12</b>	School meals registers		Current year + 3 years	SECURE DISPOSAL	Yes

#### 2.6 PROPERTY MANAGEMENT

<b>2.6.1</b>	<ul style="list-style-type: none"> <li>◇ Title deeds of properties belonging to the School</li> <li>◇ Plans of property belonging to the school</li> </ul>		Held with LA		
<b>2.6.2</b>	Records relating to the letting of school premises		Expiry of letting + 6 years	SECURE DISPOSAL	

#### MAINTENANCE

<b>2.6.3</b>	All records relating to the maintenance of the school carried out by contractors		Expiry of contract + 3 years	SECURE DISPOSAL	
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### 3. PUPIL MANAGEMENT

This section contains retention periods connected to the processes involved in managing a pupil's journey through school, including the admissions process

#### 3.1 ADMISSIONS PROCESS

	Basic File Description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
3.1.1	All records relating to the creation and implementation of the School Admissions Policy		Life of the policy + 3 years then REVIEW	SECURE DISPOSAL	
3.1.2	Admissions – if the admission is successful	As above	To be retained whilst the pupil attends the school	SECURE DISPOSAL	Yes
3.1.3	Register of Admissions	As above	To be retained whilst the pupil attends the school	REVIEW	
3.1.4	Proofs of address supplied by parents as part of the admissions process	School Admissions Code	Retain on pupil file	SECURE DISPOSAL	Yes

#### 3.2 Pupil's Educational Record

The Education [Pupil Information] [England] Regulations 2005 SI 2005 No. 1437 As amended by SI 2018 No. 688

3.2.1	Primary		Retain whilst the child remains at the primary school and for 12 months after transferring then review/ destroy	The file should follow the pupil when he/she leaves the primary school. This will include: <ul style="list-style-type: none"> <li>To another primary school</li> <li>To a secondary school</li> <li>To a pupil referral unit</li> </ul>	Yes
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3.2.2	Secondary	Limitation Act 1980 [Section 2]	Date of birth of the pupil + 25 years	REVIEW	Yes
3.2.3	Examination Results – Pupil copies				
3.2.4	Public		This information should be added to the pupil file	All uncollected certificates kept for 2 years then returned to the examination board	Yes
3.2.5	Internal		This information should be added to the pupil file		Yes
3.2.6	Child Protection – information held in electronic management database (My Concern)	As above	DOB of the child + 25 years then REVIEW.	SECURE DISPOSAL	Yes
3.2.7	Last Known School		Retain DOB + 25 years.	SECURE DISPOSAL	

### 3.3 Attendance

**Please Note:** Any record containing pupil information may be subject to the requirements of IICSA. The School should implement any instruction which has been received from the IICSA. The instructions from IICSA will override any guidance given in this Retention Schedule. If unsure about what records should be retained, please seek advice from the Local Authority or take independent legal advice.

3.3.1	Attendance Registers	School attendance: Department advice for maintained schools, October 2014	Attendance stored on pupil record.	SECURE DISPOSAL	Yes
3.3.2	Correspondence relating to any absence [authorised or unauthorised]	Education Act 1996 Section 7	Current academic year + 2 years	SECURE DISPOSAL	Potential
3.3.3	Special Education Needs files, reviews and Education Health and Care Plan, including advice and information provided to parents	Children and Family's Act 2014; Special Educational Needs	DOB of the pupil + 31 years [Education, Health and Care Plan is valid until the individual reaches the	SECURE DISPOSAL	Yes

regarding educational needs and accessibility strategy	and Disability Act 2001 Section 14	age of 25 years – the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act]		
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#### 4 Curriculum and Extra Curricular Activities

This section contains retention periods connected to the process involved in managing the curriculum and extra-curricular activities.

##### 4.1 STATISTICS AND MANAGEMENT INFORMATION

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at end of the administrative life of the record	Personal Information
4.1.1	Examination Results [School copy]		Current year + 6 years	SECURE DISPOSAL	Yes
	<b>SATS Records</b>				
4.1.2	Results		The SATS results should be recorded on the pupil's educational file and will therefore be retained until the pupil reaches the age of 25 years.	SECURE DISPOSAL	Yes
4.1.3	Examination Papers		The examination papers should be kept until any appeals/ validation process is complete	SECURE DISPOSAL	Yes
4.1.4	Published Admission Number [PAN] Reports		Current year + 6 years	SECURE DISPOSAL	Yes

4.1.5	Value Added and Contextual Data		Current year + 6 years	SECURE DISPOSAL	Yes
<b>Self-Evaluation Forms</b>					
4.1.6	Internal moderation		Academic year + 1 academic year	SECURE DISPOSAL	Yes
4.1.7	External moderation		Until superseded	SECURE DISPOSAL	Yes
<b>4.2 IMPLEMENTATION OF CURRICULUM</b>					
4.2.1	<ul style="list-style-type: none"> <li>◇ Schemes of work</li> <li>◇ Timetable</li> <li>◇ Class record books</li> <li>◇ Mark Books</li> <li>◇ Record of Homework set</li> </ul>		Current year + 1 year	It may be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL	
4.2.2	Pupil's work		Where possible, the pupil's work should be returned to the pupil at the end of the academic year. If this is not the school policy, then current year + 1 year	SECURE DISPOSAL	
<b>4.3 School Trips</b>					
4.3.1	Parental consent forms for school trips where there has been no major incident		Keep for 3 months from date of trip then dispose	SECURE DISPOSAL	Yes
4.3.2	Parental permission slips for school trips – where there has been a major incident	Limitation Act 1980 [Section 2]	DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip need to be retained to show that the rules had been followed for all pupils	SECURE DISPOSAL	Yes

## 5 CENTRAL GOVERNMENT AND LOCAL AUTHORITY

This section covers records created in the course of interaction between the school and local authority.

	Basic file description	Statutory Provisions	Retention Period [Operational]	Action at the end of the administrative life of the record	Personal Information
<b>5.1 LOCAL AUTHORITY</b>					
5.1.1	Secondary Transfer Sheets [primary]		Current year + 2 years	SECURE DISPOSAL	Yes
5.1.2	Attendance returns		Current year + 1 year	SECURE DISPOSAL	Yes
5.1.3	School census		Current year + 5 years	SECURE DISPOSAL	
5.1.4	Circulars and other information sent from the Local Authority		Operational Use	SECURE DISPOSAL	
<b>5.2 CENTRAL GOVERNMENT</b>					
5.2.1	OFSTED reports and papers if a physical copy is held		Life of the report then REVIEW	SECURE DISPOSAL	
5.2.2	Returns made to central government		Current year + 6 years	SECURE DISPOSAL	



