

Creavery P.S.



Contents of the 'Pupil Personal Data File'

Formal Documentation (Year to Year)

- Hard copies of Annual Academic Reports
- Any standardised testing print-outs (they do not all need to be printed)
- Pupil Profile(s) if applicable (inc. U/A Profiles)
- Any formal letters or communications
- Copies of any Incident Reports / major behavioural issues
- Parental concerns/complaints

Informal Documentation (Year to Year)

- Any handwritten notes
- Any parent-teacher interview documentation – see official school pro-forma(s)
- Absence/attendance communications (including notes from parents)

Other Documentation (Archive) relating to:

- Enrolment
- Transfer
- Attendance
- SEN
- Medical records and medications etc.
- Child Protection
- Pastoral Care
- Discipline
- Extra-Curricular and school trips