

Child Protection files

Allegation of a child protection nature against a member of staff, including where the allegation is unfounded

Governors

Minutes

Principal set (signed)

Inspection Copies

Agendas

Reports

Annual Parent meetings

Instruments of Government

Trusts and endowments

Action Plans

Policy Documents

Complaints Files

Annual reports required by the DfE

Management

log books

Minutes of SMT Meetings

Reports produced by the head or SMT

Correspondence produced by the head, SMT, admin

Professional Development Plans

School Development Plans

Pupils

Admission registers

Attendance registers

Pupil records

Pupil Files

SEN / IEP Files

Authorised absence correspondence

SATS data and test results

SEN Statement

SEN Advice and parent info

Accessibility Strategy

Parental permission slips -school trips

Parental Permission slips following a major incident
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Curriculum

School Development Plan

Curriculum returns

Schemes of work
Mark books
Timetable
Class record book
Record of homework
Samples of pupils work
SATS Records Test papers and results
PAN reports
Value Added and contextual data
Self-evaluation forms
Personnel
Timesheets, sick pay
Staff Personal Files
Interview records
Pre-employment vetting DBS
Disciplinary Proceedings
Oral warning
Written warning-L1
Written warning L2
Final warning
Case not found
Injury/ accident at work records
Annual Appraisal Records
Maternity Pay Records
Retirement Records
DBS disclosure records proofs of identity
Health and Safety
Accessibility Plans
Accident reporting
adults
children
COSHH
Incident reports
Policy Statements
Risk assessments
Asbestos records
Fire precaution records/ log books
Administrative
Employer's Liability Certificate

Inventories of equipment and furniture
General file series
School brochure / prospectus
Circulars (staff/parents/pupils)
Newsletters
Visitors' book
PTA minutes
Finance
Annual Accounts
Loans and grants
Contracts
Copy orders
Budget reports, monitoring
Invoice, receipts etc
Annual Budget papers
Order books, requisitions
Delivery documentation
Debtor's records
School Fund Cheque books
School fund Paying in books
School fund ledger
School fund invoices
School fund Receipts
School fund Bank Statements
Petty Cash Books
Property
Title deeds
Plans
Maintenance Contracts
Leases
Lettings
Burglary etc report forms
Maintenance Log Books
Contractors Reports
DfE
Inspection reports
Ofsted reports
Returns
Circulars from DfE

