



# St. Ethelbert's Catholic Primary School

## Record Keeping Policy

*"I serve Jesus with my body, heart, mind and soul."*

*Serviam* means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Through our assessments we aim to discover where each child is at in their development and to progress from there. This applies to development in Faith, Academic, Personal and Social education. Children are helped and encouraged to develop in all areas at a pace appropriate to their identified abilities. This inevitably leads to children in the same class being at different stages of development, which makes accurate and consistent record keeping essential if each teacher is to successfully pick up and carry on from where the previous teacher finished.

At the half year and the end of the year - records contribute to reports sent to parents informing them of their children's progress.

All record keeping is kept in teachers' files and mark books, on school computers and the school intranet.

All computers are kept safe by passwords.

**Headteacher**  
Reviewed November 2017