

3.2 Record Keeping Policy

Statement of Intent

Paraparaumu College is required to keep records in compliance with legal requirements such as tax and education legislation, and for archival purposes.

Further, Paraparaumu College recognises that recording and archiving of formative and summative assessment will provide the necessary database for reporting on the achievements of students.

Board Expectations

The Board expects that the College will:

1. Establish and maintain Board and school procedures for managing records in accordance with statutory and sector requirements using the supporting documents listed below.
2. Establish data for identifying and describing the progress and achievements of the student.
3. Provide summative data for grading, National Certificate of Educational Achievement (NCEA) and other courses.
4. Collate student record of achievements and testimonials data.
5. Provide data to allow an on-going quality check on teaching and learning in the school.
6. Provide data on student performance and growth for analysis and ongoing enhancements to teaching and learning programmes in the school.
7. Provide data for monitoring trends at a national level.

Supporting Documents

The following associated documents shall be readily available at Paraparaumu College:

- Effective Governance: Keeping Your Records Straight – Ministry of Education
- School Records Schedule – Ministry of Education

Delegations

Record keeping concerning school operations and student achievement are the responsibility of the Principal. Board document record keeping is the responsibility of the Board through the Board Secretary.

Approval Dates: 28 April 2015

Review Date (Bi-annual): 25 July 2017

Signed by the Chairperson of the
Board of Trustees on behalf

of the Board of Trustees

