



# LENDY PARK SCHOOL

The Way, The Truth And The Life.

Tel: +263 652 324052 Cell: +263 712 883 324 [www.lendypark.com](http://www.lendypark.com) [secretary@lendypark.com](mailto:secretary@lendypark.com)

Maximising The Potential Of Each Child Through Christian Education

## General Information Records Keeping Policy

Pupil records are confidential and will be maintained by the school secretary.

All information generated in the course of teaching, including marks, examination papers, reports etc. is confidential in nature and may only be shared with the permission of the headmaster. This information, with the exception of reports, may be shared with the parents or guardians of the child without the head's permission.

No staff member may divulge any information about a child without the permission of the headmaster.

The Secretary alone has access to the locked filing cabinet where the records are held. Anyone requesting information from the records may request the secretary to remove the file for them. The file may not be taken out of the office or out of the presence of the secretary.

Some pupil information is stored on the Senatical database. These records are the responsibility of the IT Manager to maintain and secure. The headmaster is the only person authorised to make changes to the type of information stored on the database.

Information about the students is collected at enrollment by the school secretary. The school secretary is the only person authorised to make changes to a file.

Salaried staff records are maintained by the Headmaster who will keep such records in a locked filing cabinet. The School secretary shall keep a spare key but may only access this cabinet with the permission of the headmaster. These records will be kept for a period of 20 years from the last entry into the file.

Wage staff records are maintained by the School Administrator. The Administrator is the only person allowed to access these records or make changes to the records.

All salary and wage related information is confidential. The Financial Administrator who runs the payroll, the bursar who checks the payroll and the Headmaster who approves the payroll are the only people authorised to access this information based on their role. This information will be kept secure for a period of seven years from



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the date the information was generated. All computer records will be backed up and the back up device secured in a locked filing cabinet.

Draft Policy



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## Acknowledgement of Responsibility Form

Lendy Park does not favour the use of cash for payments and prefers the use of bank transfers. Cash issues should be a last resort.

I acknowledge that when I sign for cash from the school authorities, I become responsible for its safekeeping and correct use.

I acknowledge that the money can only be used for the stated purpose as written on the requisition and any variance in use invalidates the initial permission and the money may be recovered from my staff salary or wages irrespective of whether a receipt was obtained or not.

I acknowledge that for any cash that is signed for by myself, an official receipt is required within 2 working days of its issue or after the completion of a trip, camp, tour or other activity where cash was issued. Should the receipt not be produced, I am responsible for the loss and give permission for the money to be deducted from my salary or wage by the school.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_