

WOODLAND GRANGE PRIMARY SCHOOL

Governors' Policy on Access to School Records

1. The Education (School Records) Regulations DCFS Circular 17/89 states that parents/carers have the right of access to information in their child's school record folder.
2. These records are always available in school for parents to see at parent evenings and also at other times if reasonable notice is given to the head/class teacher.
3. If parents/carers wish to take copies of any information away, a charge of 10p per sheet, up to a maximum of £50, will be made to cover photocopying costs.
4. Should parents/carers believe any information on their child's record is inaccurate, they have the right to say, and may ask for the information to be corrected or deleted accordingly. If the headteacher is in agreement with the parents/carers request, this will be amended immediately. However, if he/she disagrees, the parents/carers may refer the matter to a Governors' Committee comprising:

Chair/Vice-Chair of Governors

One Parent Governor

One other Governor

The Headteacher (by invitation)

If the Governors' Committee does not agree with the parents that the information is inaccurate, the parent's written notice will be attached to the child's record as evidence of the disagreement.

Reviewed March 2015