THORNTREE PREPARATORY SCHOOL

DATA MANAGEMENT POLICY

Document Name	Data Management Policy
Document Number	TPS_C2_2.2.8
Authority	Head/Secretary
Administration of Document	Admin/Heads
Effective Date	01/01/2016
Approved by	Head
Scope of Document	Staff, Students, Parents
Last Revision Date	01/01/2020,21/12/2021
Next Review	07/04/2022
Related Policies	The Constitution of the Republic of South Africa (Act 108/ 1996.) The South African Schools' Act (Act 84/1996) and subsequent amendments. The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.

Approved by:	**Approved by:**
Helyn Tooley (Principal) MJB Properties CC	**Ursula van den Berg** MJB Properties CC

CONTENTS

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022

1   TITLE: DATA MANAGEMENT POLICY

2   PREAMBLE

School records are documented evidence of what a school does. School records contain data and information about various aspects of a school's operations, including data about its learners, teachers or staff, classes, facilities and finances. The information is used to support evidence-based management of the school.

School managers regularly make decisions about their school's operations. To make good decisions, school managers and Heads need information that is well captured, stored, up-to-date and accurate.

3   PURPOSE

The main purpose of a data and record management system is to systematically record, store and update the school's records. The purpose of this policy and procedure is to describe the methods used by the school to manage all documents and records that relate to what a school does.

4   SCOPE

This policy is applicable to staff, administrative staff - secretaries and bursars, Heads of Phase, and the Head.

5   DEFINITIONS

Document	- information and its supporting medium, e.g. paper or electronic
Record	- document stating results achieved or providing evidence of activities performed.
Responsibilities	- The responsibility for implementing the requirements of this procedure rests with Head, School Secretary and Bursar.

6   DATA AND RECORDS MANAGEMENT PROCESS

A school records management system typically involves the following eight activities:

1. Creation – beginning a new record and starting to record data and information, for example creating a student record card for a new student.

2. Storage – keeping the records in an organized manner so they can be accessed by authorized people but kept secure from unauthorized access, loss or damage.

3. Update – adding new information to a record or modifying existing information in a record.

4. Retrieval – searching for, locating and extracting records from storage.

5. Use – applying information from the records to help make management and policy decisions.

6. Appraisal and retention– determining whether and how long a record should be:

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022

- retained for active use;
- archived; or
- disposed of.

7. Archiving – storing inactive records so they can be later retrieved for use.

8. Disposal – discarding, deleting or destroying a record.

7 TYPES OF DATA, DOCUMENTS OR RECORDS

Marketing material	Brochures, flyers, adverts, articles, presentations, logo's etc
Admission documents:	Enquiry forms, application forms, admission forms, consent & indemnity forms
Policy documents:	All school related policies
Assessment Records:	mark schedules, promotion schedules, reports and analyses
Learner Profiles:	personal information, schooling history, results, reports, achievements, meetings, support etc.
Inventories –	teaching & learning materials & resources, furniture, IT equipment, grounds & gardening, playground & sports facilities and equipment.
Correspondences:	hard copies and emails
Examination Papers:	copies and scripts
Teacher Files	All teacher files are on Google Drive
Financials	All available on D6 program, only Head and Bursor have access
Minutes of Meetings: staff meetings,	All staff have access and available on Drive
DoE/ISASA documents, circulars, correspondence, meetings etc.	All staff have access and able to accesson Drive
Surveys and Complaints	All on Google drive and accessible to all staff
Internal Template documents & Request forms Subject Files	All available on Google Drive
Incident Report file	Google Drive
HR Matters	Google Drive and physical prove when signature are required

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022

8   POLICY

Data, documents and records may exist in hard copy as well as electronically.

Both Hard and Electronic copies will be named, numbered and field similarly.
A Files/Folder Index will be kept with the Head and Administrative staff (secretary or bursar).

All files/folders will be named and numbered according to the index.

All financial, learner and assessment records will be kept for a minimum of 5 years.

Policy Documents, CAPS documents, templates, and request forms for general staff usage will be kept on Dropbox and shared for ease of access.

Necessary Data that does not contravene the POPI Act will be captured on SA-SAMS and forwarded to the Department of Education.

All material (marketing, teaching and learning) generated by the school remains property of the school and may not be shared without permission from the Head.

No Personal information of a staff member or learner may be shared by or with any unauthorised persons.

9   PROCEDURES

data, documents and Records are generated or created by various school staff about different aspects of the school's operations.

Data, documents and records that need to be captured, uploaded, filed, stored, must be forwarded to the Secretary or Bursar.

Similarly, certain unrestricted data, documents and Records can be retrieved through the Administration office or Dropbox portal.

Learner documents and records will be received and checked by the administration staff, to ensure all relevant documents have been completed correctly and filed.

All operational, administrative, documents and inventories will be filed by the secretary.

All financial and staff documents will be filed and maintained by the Bursar.

All management documents will be filed by the Secretary.

10   ASSESSMENT RECORDS, SECURITY AND STORAGE

Assessment records at Thorntree Preparatory are kept in both the Physical (examination   scripts) and Recorded (mark and progression schedules) form. All foundation phase marks and record of marks are kept on D6 and physical results and individual students assessments are kept by the teacher in a locked storeroom for the period of the year and then kept in the Admin cupboard for 5 years.

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022

June and November Examination papers for the intermediate Phase are stored once written in the office cupboard which is locked. At the start of the subsequent year, they are packed and stored in containers in the backroom which is locked. Relevant to the first paragraph for Foundation Phase

Weekly Cycle tests or other written forms of assessments remain in learners test files that learners keep and organise. Foundation Phase students have these in locked storerooms in the classroom for the period of the year.

D6+ is used to capture the results of assessments for each class/subject/learner.
Teachers and the school can then easily access the marks reports extracted from the system online, and upload onto the school shared drive folder where soft copies of all students progress reports are created and saved.

Hard copies of these Term and Promotion Schedules, extracted from D6+, are then filed and stored by the school secretary.

Reports are generated using these schedules in a report format that has been designed by the school for the Foundation and Intermediate phases.

Reports are completed and printed by Heads of Phase. No other staff member has access to reports issued.

Hard copies of Reports are handed out to parents.

A hard copy of a learner's assessment results through a term as well as the term report is kept in the Learner's Profile file.

All soft copies of assessment results are for teacher and office access only.

Teacher's individual files with assessments policies, plans and mark schedules are kept by the teacher themselves. Since the year 2020, the intermediate phase has maintained all the above versions in soft copy versions on their school Google Drive Folders, instead of printed hard copies.

A master copy of the subject's CAPS and IEB documents, subject policy, and assessment policy – termed Subject File – is kept in the office. It is however available in soft copy on Google Drive

Entering and editing of personal data is done by the secretary.

No personal information is allowed to be shared to any unauthorised persons. Please see our personal privacy protection policy https://drive.google.com/drive/u/0/search?q=protection%20policy

Staff have access to parent information for the sole purpose of parental contact and liaison with regard to the education and progress of their learners. Staff are unable to edit parent's personal information.

11 LEARNER PROFILES

The physical hard copy of Learner Profiles, which holds all learner personal information, assessment results, reports, incident reports, meetings with parents, support and interventions etc., are kept in the office in Lever files. Each learner has their own file.

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022

This file will continue to be populated and updated and remain in the office as an active file for the duration of the learner's life at the school. Once a learner has graduated or left, the file will be stored in the Office cupboard for a year after which it will go into storage in the backroom for the required amount of time.

12. Staff accessibility to information

DOC NAME:	Data Management Policy	DATE OF IMPLEMENTATION:	01/01/2016
REF NO:	TPS_C2_2.2.8	LAST REVISION DATE:	07/04/2022