ISSR					
PART 1					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
47	Teaching	Curriculum plans, Schemes of work and evidence - inc. PHSE	Academic Principal	Z Drive/Microsoft Teams	Annually
48	Teaching	Appraisal of teaching staff	Academic Principal	MS Office/HR files	Annually
49	Teaching	Appraisal of Heads of Year and Heads of Department	Academic Principal	MS Office	Annually
50	Teaching	Class profiles	Academic Principal	SIMS	Ongoing – after each assessment
51	Teaching	Special Educational Needs records and interventions	SENCO	SEN room	Ongoing
PART 2					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
46	Teaching	Schemes of Work	Academic Principal	**Z Drive/MS Teams**	Annually
PART 3					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
2	General	Management of staff allegations	Co-Principals	HR office in personnel files	As required
4	General	Attendance	Co-Principals	Attendance Officer in the Hub	Weekly
6	General	Trip Forms (Educational)	Co-Principals	MS Computer	As required
23	Safeguarding	Welfare Plans	DSL (RMC)	HUB with DSL (RM)	Ongoing
24	Safeguarding	Safeguarding policies	DSL (RMC)	HUB with DSL (RM)	Annually
25	Safeguarding	Welfare Forms	DSL (RMC)	Electronic System in HUB (My Concern)	Ongoing
26	Safeguarding	Safeguarding Files	DSL (RMC)	Electronic System in HUB (My Concern)	Ongoing
27	Safeguarding	Weekend Leave	HOB	Boarding Office with HOB	Weekly
28	Safeguarding	Safeguarding Training Records	Deputy DSL (AJ)	Hub with SO (stored AJ on computer)	Annually

29	Medical	Healthcare Plans	Head Nurse	BHS	Ongoing
30	Medical	Administration of medicines	Head Nurse	BHS	Ongoing
31	Medical	Healthcare	Head Nurse	BHS	Ongoing
32	Medical	Medical conditions	Head Nurse	BHS	Ongoing
33	Medical	First Aid	Head Nurse	BHS and SIMS. Policies folder with secretary	Annually
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office	Ongoing
40	Catering	Environmental Health records	Catering Manager	Catering Office (FB)/Health and Safety (AH)	Annually
41	Catering	Food Hygiene records	Catering Manager	Catering Office (FB)	Ongoing
42	Catering	Kitchen records – temperatures etc	Catering Manager	Catering Office (FB)/Health and Safety (AH)	Ongoing
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office	Annually
53	Health and Safety	Fire Safety	HHS Manager	HHS office	Annually
54	Health and Safety	House health and safety files	HHS Manager	HHS office	Annually
62	Admin	CAS	International Admissions	Admissions office	Termly
64	ICT	Internet Smoothwall	Safeguarding Officer	Wellbeing Hub	Weekly
PART 4					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
55	HR	Single Central Register	HR Manager	HR office	Ongoing
56	HR	Job descriptions	HR Manager	HR office/KS computer	Annually
57	HR	Staff absence	HR Manager/SIMS/Payroll	Employee files	Ongoing
58	HR	Safer recruitment practise	HR Manager	Employee files	Ongoing
59	HR	Staff induction	HR Manager	Employee files	Ongoing
60	HR	Appraisal of Administrative staff	HR Manager/Head of relevant department	Employee files	Annually
61	HR	Staff personnel files	HR Manager	Employee files	Ongoing
PART 5					

Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
34	Facilities	Building regulations checklists	GS/HHS	Facilities office	Annually
35	Facilities	Building safety checklists	HHS	Facilities office	Ongoing
36	Facilities	Building files	GS/HHS	Facilities office	
37	Facilities	Maintenance	GS	Facilities office	Ongoing
38	Facilities	Contractors	GS/HHS/HR	Facilities office/HR office	Ongoing
43	Domestic	Domestic staff rota	Matron	Matron's Office	Ongoing
44	Domestic	Domestic supplies	Matron	Matron's Office	Ongoing
45	Domestic	Monthly checklists	HHS Officer	HHS Office	Monthly
PART 6					
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents
3	General	Strategic development plan	Co-Principals	MS Computer	Termly
5	General	Exclusions records	Co-Principals	Spreadsheet on SO (AJ) computer and file in cabinet in the HUB.	Weekly
7	General	Complaints	Co-Principals	KS Office	Weekly
8	General	Student files	Co-Principals	School Office	Termly
9	General	Meeting Minutes	Co-Principals	PA Computer + meeting minutes file	Weekly
63	ICT	GDPR Compliance	Compliance officer	HR office /computer	Ongoing
PART 7					
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
7	General	Complaints	Co-Principals	KS Office	Weekly
PART 8					
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
N/A					

NMS

Standard 1	**Statement of Boarding Principles and Practice**				
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review

Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review	
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually	
14	Boarding	Practice review	HOB	Boarding Office with HOB	Termly	
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually	
Standard 2	**Management and Development of Boarding**					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**	
10	Boarding	Staffing	HOB	Boarding office with HOB/HR Office	As required	
11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly	
15	Boarding	Appraisal of boarding staff	HOB	Boarding Office with HOB	Annually	
16	Boarding	Action Plan	HOB	Boarding Office with HOB	Annually	
17	Boarding	Development of boarding	HOB	Boarding Office with HOB	Annually	
22	Boarding	NMS self-assessment	HOB	Boarding Office. Copy also with KS	Annually	
Standard 3	**Inclusion, equality and diversity**					
Folder numbers	**Department**	**Person responsible**	**Folder contents**	**Location of records**	**Frequency of review**	
14	Boarding	Practice review	HOB	Boarding Office with HOB	Termly	
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually	
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually	
Standard 4	**Boarding Accommodation**					
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**	
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly	
34	Facilities	Building regulations checklists	GS/HHS	Facilities office	Annually	
35	Facilities	Building safety checklists	HHS	Facilities office	Ongoing	
36	Facilities	Building files	GS/HHS	Facilities office	Ongoing	
37	Facilities	Maintenance	GS	Facilities office	Ongoing	
38	Facilities	Contractors	GS/HHS/HR	Facilities office/HR office	Ongoing	
43	Domestic	Domestic staff rota	Matron	Matron's Office	Ongoing	
44	Domestic	Domestic supplies	Matron	Matron's Office	Ongoing	
45	Domestic	Monthly checklists	HHS Officer	HHS Office	Monthly	

52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office	Annually
54	Health and Safety	House health and safety files	HHS Manager	HHS office	Annually
Standard 5	**Boarders' Possessions**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly
45	Domestic	Monthly checklists	HHS Officer	HHS Office	Monthly
Standard 6	**Provision and Preparation of Food and Drinks**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly
40	Catering	Environmental Health records	Catering Manager	Catering Office (FB)/Health and Safety (AH)	Annually
41	Catering	Food Hygiene records	Catering Manager	Catering Office (FB)	Ongoing
42	Catering	Kitchen records – temperatures etc	Catering Manager	Catering Office (FB)/Health and Safety (AH)	Ongoing
Standard 7	**Boarders' Health and Well-being**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
10	Boarding	Staffing	HOB	Boarding office with HOB/HR Office	As required
11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly
Standard 8	**Safeguarding**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
10	Boarding	Staffing	HOB	Boarding office with HOB/HR Office	As required
11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
19	Boarding	Trip Forms (boarding)	HOB	Boarding Office	Weekly
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly
Standard 9	**Safety of Boarders**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
10	Boarding	Staffing	HOB	Boarding office with HOB/HR Office	As required

11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
20	Boarding	Boarding House Checks	HOB	Wellbeing Hub – Matron	Weekly
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office	Ongoing
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office	Annually
Standard 10	**Fire Precautions and Drills**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
53	Health and Safety	Fire Safety	HHS Manager	HHS office	Annually
Standard 11	**Boarders' Induction and Support**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
21	Boarding	Student induction boarding	HOB	Student files – bunker	Termly
Standard 12	**Contact with Parents/Carers**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
N/A					
Standard 13	**Securing Boarders' Views**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents
9	General	Meeting Minutes	Co-Principals	PA Computer + meeting minutes file	Weekly
17	Boarding	Development of boarding	HOB	Boarding Office with HOB	Annually
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents
Standard 14	**Complaints**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**

7	General	Complaints	Co-Principals	KS Office	Weekly
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents

Standard 15	**Promoting Positive Behaviour**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
13	Boarding	Training	HOB	Annually	
47	Teaching	PSHE Schemes of work and evidence	Academic Principal	Z Drive/Microsoft Teams	Annually
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents

Standard 16	**Preventing Bullying**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
47	Teaching	PSHE Schemes of work and evidence	Academic Principal	Z Drive/Microsoft Teams	Annually
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents

Standard 17	**Promoting good Relationships**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
47	Teaching	PSHE Schemes of work and evidence	Academic Principal	Z Drive/Microsoft Teams	Annually
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents
18	Boarding	Staff and student handbooks	HOB	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually

Standard 18	**Activities and Free Time**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
12	Boarding	Activities schedules	(HOB)	Boarding Office with HOB	Termly
39	Transport	Vehicle records and driver sheets	Transport Manager	Facilities office	Ongoing
52	Health and Safety	Risk assessment for all departments	HHS Manager	HHS office	Annually

Standard 19	**Staff Recruitment and Checks on Other Adults**				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually
55	HR	Single Central Register	HR Manager	HR office	Ongoing
56	HR	Job descriptions	HR Manager	HR office/KS computer	Annually

57	HR	Staff absence	HR Manager/SIMS/Payroll	Employee files	Ongoing
58	HR	Safer recruitment practise	HR Manager	Employee files	Ongoing
59	HR	Staff induction	HR Manager	Employee files	Ongoing
60	HR	Appraisal of Administrative staff	HR Manager/Head of relevant department	Employee files	Annually
61	HR	Staff personnel files	HR Manager	Employee files	Ongoing

Standard 20	Staffing and Supervision				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
10	Boarding	Staffing	HOB	Boarding office with HOB/HR Office	As required
11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
13	Boarding	Training	HOB	Boarding Office (HOB)	Annually
14	Boarding	Practice review	HOB	Boarding Office with HOB	Termly
15	Boarding	Appraisal of boarding staff	HOB	Boarding Office with HOB	Annually
34	Facilities	Building regulations checklists	GS/HHS	Facilities office	Annually
35	Facilities	Building safety checklists	HHS	Facilities office	Ongoing
36	Facilities	Building files	GS/HHS	Facilities office	
37	Facilities	Maintenance	GS	Facilities office	Ongoing

Standard 21	Prefects				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
1	General	School Policies	Co-Principals	Reception with PA	Various dates – see contents
9	General	Meeting Minutes	Co-Principals	PA Computer + meeting minutes file	Weekly

Standard 22	Educational Guardians				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
N/A					

Standard 23	Lodgings (Long-stay)				
Folder numbers	**Department**	**Folder contents**	**Person responsible**	**Location of records**	**Frequency of review**
N/A					