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	НОВ	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/Payr oll	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	•		1		<u> </u>

Folder numbers	Department	Folder conten	nts	Person responsible	Location o	f records	Frequency of review
34	Facilities	Building regul	ations checklists	GS/HHS	Facilities o	ffice	Annually
35	Facilities	Building safet	y checklists	HHS	Facilities o	ffice	Ongoing
36	Facilities	Building files		GS/HHS	Facilities o	ffice	
37	Facilities	Maintenance		GS	Facilities o	ffice	Ongoing
38	Facilities	Contractors		GS/HHS/HR	Facilities o	ffice/HR office	Ongoing
43	Domestic	Domestic staf	f rota	Matron	Matron's C	Office	Ongoing
44	Domestic	Domestic sup	plies	Matron	Matron's C	Office	Ongoing
45	Domestic	M	Ionthly checklists	HHS Officer	•	HHS Office	Monthly
PART 6							
Folder numbers	Department	Fo	older contents	Person responsible		Location of records	Frequency of review
1	General	Sc	chool Policies	Co-Principals		Reception with PA	Various dates – see contents
3	General	St	rategic development plan	Co-Principals		MS Computer	Termly
5	General	Ex	xclusions records	Co-Principals		Spreadsheet on SO (AJ) computer and file in cabinet in the HUB.	Weekly
7	General	Co	omplaints	Co-Principals		KS Office	Weekly
8	General	St	udent files	Co-Principals		School Office	Termly
9	General	M	leeting Minutes	Co-Principals		PA Computer + meeting minutes file	Weekly
63	ICT	G	DPR Compliance	Compliance officer		HR office /computer	Ongoing
PART 7			·			,	
Folder numbers	Department	Fo	older contents	Person responsible		Location of records	Frequency of review
7	General	Co	omplaints	Co-Principals		KS Office	Weekly
PART 8							
Folder numbers	Department	Fo	older contents	Person responsible		Location of records	Frequency of review
N/A							-
NMS	L						l
	Statement of Boa	rding Principles an	d Practice				
Standard 1	Statement of Boa	ramb rimeipies an					

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

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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	НОВ	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	НОВ	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-be	ing			
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
10	Boarding	Staffing	НОВ	Boarding office with HOB/HR Office	As required
l1	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
13	Boarding	Training	НОВ	Boarding Office (HOB)	Annually
20	Boarding	Boarding House Checks	НОВ	Wellbeing Hub – Matron	Weekly
Standard 8	Safeguarding				
Folder numbers	Department				
10	Department	Folder contents	Person responsible	Location of records	Frequency of review
10	Boarding	Staffing	Person responsible HOB	Location of records Boarding office with HOB/HR Office	As required
	•		•		
11	Boarding	Staffing	НОВ	Boarding office with HOB/HR Office	As required
11 13	Boarding Boarding	Staffing Rotas	HOB (HOB)	Boarding office with HOB/HR Office Boarding Office with HOB	As required Termly
11 13 18	Boarding Boarding Boarding	Staffing Rotas Training	HOB (HOB)	Boarding office with HOB/HR Office Boarding Office with HOB Boarding Office (HOB) Student Files in Bunker. HR Office/Staff	As required Termly Annually
11 13 18 19	Boarding Boarding Boarding Boarding	Staffing Rotas Training Staff and student handbooks	HOB (HOB) HOB	Boarding office with HOB/HR Office Boarding Office with HOB Boarding Office (HOB) Student Files in Bunker. HR Office/Staff - Boarding Office with HOB	As required Termly Annually Annually
11 13 18 19 20	Boarding Boarding Boarding Boarding Boarding	Staffing Rotas Training Staff and student handbooks Trip Forms (boarding)	HOB (HOB) HOB HOB	Boarding office with HOB/HR Office Boarding Office with HOB Boarding Office (HOB) Student Files in Bunker. HR Office/Staff - Boarding Office with HOB Boarding Office	As required Termly Annually Annually Weekly
11 11 13 18 19 20 Standard 9	Boarding Boarding Boarding Boarding Boarding Boarding Boarding	Staffing Rotas Training Staff and student handbooks Trip Forms (boarding)	HOB (HOB) HOB HOB	Boarding office with HOB/HR Office Boarding Office with HOB Boarding Office (HOB) Student Files in Bunker. HR Office/Staff - Boarding Office with HOB Boarding Office	As required Termly Annually Annually Weekly

11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
18	Boarding	Staff and student handbooks	НОВ	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
20	Boarding	Boarding House Checks	НОВ	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 Suppo	rt			
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
18	Boarding	Staff and student handbooks	НОВ	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
21	Boarding	Student induction boarding	НОВ	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	НОВ	Boarding Office with HOB	Annually
18	Boarding	Staff and student handbooks	НОВ	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
1	General	School Folicies	CO-Fillicipals	Reception with FA	contents
Standard 15	Promoting Positive Behaviou	r			
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
13	Boarding	Training	НОВ	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 Relationship	s			
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
	General		·		contents
18	Boarding	Staff and student handbooks	НОВ	Student Files in Bunker. HR Office/Staff – Boarding Office with HOB	Annually
		Staff and student handbooks	НОВ	*	
18	Boarding	Staff and student handbooks Folder contents	HOB Person responsible	*	
18 Standard 18	Boarding Activities and Free Time			– Boarding Office with HOB	Annually
18 Standard 18 Folder numbers	Boarding Activities and Free Time Department	Folder contents	Person responsible	– Boarding Office with HOB Location of records	Annually Frequency of review
18 Standard 18 Folder numbers 12	Boarding Activities and Free Time Department Boarding	Folder contents Activities schedules Vehicle records and driver	Person responsible (HOB)	- Boarding Office with HOB Location of records Boarding Office with HOB	Annually Frequency of review Termly
18 Standard 18 Folder numbers 12 39	Boarding Activities and Free Time Department Boarding Transport	Folder contents Activities schedules Vehicle records and driver sheets Risk assessment for all departments	Person responsible (HOB) Transport Manager	Location of records Boarding Office with HOB Facilities office	Annually Frequency of review Termly Ongoing
18 Standard 18 Folder numbers 12 39	Boarding Activities and Free Time Department Boarding Transport Health and Safety	Folder contents Activities schedules Vehicle records and driver sheets Risk assessment for all departments	Person responsible (HOB) Transport Manager	Location of records Boarding Office with HOB Facilities office	Annually Frequency of review Termly Ongoing
18 Standard 18 Folder numbers 12 39 52 Standard 19	Boarding Activities and Free Time Department Boarding Transport Health and Safety Staff Recruitment and Checks	Folder contents Activities schedules Vehicle records and driver sheets Risk assessment for all departments on Other Adults	Person responsible (HOB) Transport Manager HHS Manager	Location of records Boarding Office with HOB Facilities office HHS office	Annually Frequency of review Termly Ongoing Annually
18 Standard 18 Folder numbers 12 39 52 Standard 19 Folder numbers	Boarding Activities and Free Time Department Boarding Transport Health and Safety Staff Recruitment and Checks Department	Folder contents Activities schedules Vehicle records and driver sheets Risk assessment for all departments on Other Adults Folder contents	Person responsible (HOB) Transport Manager HHS Manager Person responsible	Location of records Boarding Office with HOB Facilities office HHS office Location of records	Frequency of review Termly Ongoing Annually Frequency of review

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	1	· -		
Folder numbers	Department	Folder contents	Person responsible	Location of records	Frequency of review
10	Boarding	Staffing	НОВ	Boarding office with HOB/HR Office	As required
11	Boarding	Rotas	(HOB)	Boarding Office with HOB	Termly
13	Boarding	Training	НОВ	Boarding Office (HOB)	Annually
14	Boarding	Practice review	НОВ	Boarding Office with HOB	Termly
15	Boarding	Appraisal of boarding staff	НОВ	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					