

RETENTION OF CORRESPONDENCE AND EMAILS POLICY

Any correspondence, emails and notes between Child Side School and the parents and /or third parties **about a student enrolled at the school** need to be retained by the school. Such documents need to be retained for the following reasons:

1. They constitute the actual student records that a school is obligated to maintain and retain in respect to the **School Education Act**.
2. They relate directly or indirectly to the statutory student records.
3. They constitute a record of an event, a discussion or observations of something, all of which could have a bearing on a claim or possible litigation against the school in the future.

Such correspondence may come into existence in a number of ways. Letters and emails about a student may be sent by a parent to a class educator, senior educator or administrator and answered by any one of these staff members. Similarly notes about a telephone call or meeting with a parent may come to be made by the staff member involved.

Records of these documents need to be kept in Individual Student Files or if deemed appropriate by the Senior Teacher and Administrator in the Critical Incidents file retained by Administration.

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	August 2011	7/12/2011	No changes made	KM
1	Oct 2014	5/11/2014	No changes made	KM