



## BEVENDEAN FILE NOTES PROCEDURE

A File Note must be written to record any conversation between a member of staff and a parent where the conversation extends beyond the usual daily subject matters. File Notes should be emailed to the Bevendean Secretary, who will then pass it to the Head of Pre Prep, **within 24 hours** of the conversation taking place. The template can be found on the Bevendean Shared Area.

Save a copy of the file note on your own electronic files and then email it to the Bevendean Secretary who will then pass it to the Head of Prep-Prep. The Head of Pre Prep will then indicate who should receive a copy of the file note and the secretary will send it, via email, to the required people including the author of the file note. Please do not copy them to anyone.

A File Note must be categorised according to the issue involved eg: behaviour, academic etc and include a list of action points to follow.

In the instance of a bullying issue, a resolution must be added to the File Note once the case has been closed.

R Samson

Date of Policy: 14/02/2018

Date of Policy renewal: 14/02/2019