



Confidential School File For a Child in Care

Contents

1. Front information sheet
2. Essential information
3. Chronology
4. Detailed notes from
Designated teacher/lead
5. Minutes of meetings
6. Confidential minutes/papers
7. Reports
8. Personal Education Plans
9. Correspondence
10. Rewards/Achievements

Section 1

Name of Child:

Also known as:

D.O.B:

School:

Name of Person

Responsible for File:

School history:

(Note: if you do not have this information, please contact the child's social worker for help).

Section 2

Name of child			
Name known by (if different from above)			
UPN			
School			
D.O.B:	Gender: M / F	Ethnicity:	
Health details			
Special Educational Needs and Disabilities		Education, Health and Care Plan (EHCP)?	
Disability			
G&T/Aim Higher cohort			
Language			
Religion			
Name of Parents/Carers			
Names of Person with Parental Responsibility			
Address & Telephone Number			
GP			
Address & Telephone Number			
Senior Designated Person at School/setting			
Permission to take/show photographs given?		Y / N	
Other School Staff			
Other Agencies Involved			
CYPS – Social Worker (1) and contact details			
Social Worker (2) and contact details			
Health Services and contact details			
Education Services and contact details			
Named governor/management cttee. member for children in care			
Other			

Section 4

Detailed Notes from Senior Designated Person

These should:-

- Be in chronological order
- Dated
- Signed
- Contain a copy of any referrals to other agencies
- Contain educational outcomes (including progress, attainment, attendance, exclusion information)
- Record interventions (e.g. 1:1 tuition etc.)

Section 5

Minutes of Meetings

For example:-

- Meetings with parents/carers
- School staff
- Other agencies

Section 6

Confidential Minutes of Meetings

e.g. CiC reviews, previous Case Conferences minutes and reports.

Section 7

Reports

E.g. IEPs etc., child's views

Section 8

Personal Education Plans

Also Pupil Premium information

Section 9

Correspondence

e.g. permission slips

Section 10

Rewards/Achievements

e.g. copies of certificates/achievement record (copy to be given to the child when s/he leaves the school as reminder of his/her achievements) etc.

(If your school has an electronic system for recording achievements which are not printable please make sure that all achievements are recorded on the PEPs).