

LEARNER PROFILE POLICY

#002/2021



GLEN HILL
PRIVATE SCHOOL

POLICY AREA

- LEARNERS

REVISION SCHEDULE

Date	Developed by	1 st Revision	2 nd Revision	3 rd Revision	4 th Revision	Approval
15.08.2021	Office Manager					

POLICY STATEMENT:

It is the policy of Glen Hill Private School, to keep a profile on each of the learners attending Glen Hill Private School.

Learner profiles must contain certain information about a learner and by implication, this will include personal information. The responsibility to ensure that learner profiles are managed in compliance with law resides with the executive head of the school.

This policy must be read in conjunction with the Learner Personal Information Policy.

1. PROFILE CONTENT:

Learner profiles must be kept for each learner and must meet at least the following criteria:

- 1.1 Each learner must have a cumulative record card.
- 1.2 An individual photograph of the learner must be kept.
- 1.3 At least the surname, name, identity number, gender, date of birth, home language, family code, date of admission, all addresses, parent information and telephone numbers must be kept.
- 1.4 The profile must contain full scholastic records.



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1.5 The profile must contain (where applicable):

- 1.5.1 Table of contents
- 1.5.2 Learner information (application form, indemnity form, copy of ID)
- 1.5.3 Medical card
- 1.5.4 Assessments
- 1.5.5 Intervention programmes and reports from therapists where relevant
- 1.5.6 General letters
- 1.5.7 Previous school information
- 1.5.8 Co-curricular activities
- 1.5.9 Communication sheet
- 1.5.10 Disciplinary records
- 1.5.11 Visits and consultation details with parents

2. PROFILE PRINCIPLES

- 2.1 New files must be made for any new learners entering the school.
- 2.2 The school must request cumulative record cards from previous schools for new learners.
- 2.3 All data must be filed accordingly and on a regular basis. Special attention must be given to:
 - 2.3.1 Completion of scholastic section of cum cards.
 - 2.3.2 Copy of ID documents and, in the case of foreign learners, passport, work and study permits as well as unabridged birth certificates, if applicable.
 - 2.3.3 Relevant medical conditions and/or medication used.
 - 2.3.4 Most recent reports to be filed under assessment.
 - 2.3.5 Completion of communication sheets on a regular basis.
 - 2.3.6 Copies of indemnity forms, general and specific.
 - 2.3.7 Educator and didactic information.
 - 2.3.8 Files must be kept securely in a filing cabinet or safe.
 - 2.3.9 A check list must be completed at the beginning and end of each year to ensure that all data is updated.

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AMENDMENTS

This policy can only be amended and reviewed in line with the Policy on Policies and Procedures .

The individuals responsible for amendment and review of this policy are displayed on page 1 of this policy.

This policy must be reviewed biennially and in particular, within 24 months of the Current Approval Date displayed on page 1 of this policy.