



**IMS Policy
March 2008**

Lakenham Primary School

Information Management Systems Policy

Vision

At Lakenham Primary School we are working towards ensuring that essential management information will be routinely held, shared and used electronically by all staff to underpin high quality teaching and learning.

We are working to ensure that the electronic management of information will be part of our day to day procedures and will support the raising of educational standards.

At Lakenham Primary School we aim to:

1. Streamline the collection and processing of data for the purposes of management and administration
2. Allow pupils' progress to be tracked and monitored in order to improve their attainment and learning outcomes
3. Provide time for teachers to plan implement and evaluate strategies for school improvement in the light of information collected and exchanged
4. improve the communication between Lakenham Primary School and the LA

The school uses Phoenix Gold from Pearson Education and the Norfolk Tracking Tool provided by the LA. This enables us to

- Operate an electronic attendance package
- Track pupil attainment and progress
- Exchange common transfer records
- Keep records of pupils and contact information and store pupil related information electronically

It is the school's responsibility to

- Actively manage the information management cycle
- Collect and store accurate and current information relating to pupils
- Render returns and respond to authorised requests for information by agreed deadlines
- Ask for advice and guidance as necessary
- Provide feedback to the LA
- Ensure that all relevant staff are trained and competent in the use of information system and supporting hardware
- Ensure that Hardware and software meets the minimum public standard
- Make use of processed information for strategic and resource management and raising pupils standards and achievement

- Maintain a current and accurate database of management information that complies with the common agreed dataset.

The Role of the IMS Co-ordinator

It is the responsibility of the IMS coordinator to provide direction and to manage and organise effectively the information management systems within the school. It is the responsibility of the co-ordinator to maintain high standards and to play a major role in the development of school policy and practice to improve the quality of education provided and raise standards of achievement in the school through the development and implementation of an effective Information Management Strategy.

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