

CURRO HOLDINGS LIMITED

DOCUMENT NAME **LEARNER PROFILE POLICY**

DOCUMENT NUMBER **CURH11PO**

POLICY AREA **SCHOOLS: OPERATIONAL**

LEARNER PROFILE POLICY

1. POLICY STATEMENT

- 1.1. It is the policy of Curro Holdings Ltd ('Curro'), to keep a profile on each of the learners attending a school managed by it.
- 1.2. Learner profiles must contain certain information regarding a learner and will by implication include personal information. Such profiles and information are kept in accordance with the Protection of Personal Information Act, No. 4 of 2013 ('the Act') and other relevant legislation.
- 1.3. The responsibility to ensure that learner profiles are managed in compliance with the Act resides with the executive head of the school and all executive heads are hereby appointed as deputy information officers for their respective schools.
- 1.4. This policy must be read in conjunction with the Learner Personal Information Policy (CURH12PO).

2. PROFILE CONTENT

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

- 2.1 Each learner must have a cumulative record card.
- 2.2 An individual photograph of the learner must be kept.
- 2.3 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 as well as any other information which may be relevant from time to time.
- 2.4 Full scholastic records.
- 2.5 Where applicable:
 - 2.5.1 Table of contents
 - 2.5.2 Learner information (application form, indemnity form, copy of ID)
 - 2.5.3 Medical card
 - 2.5.4 Assessments
 - 2.5.5 Intervention programmes and reports from therapists where relevant
 - 2.5.6 General letters
 - 2.5.7 Previous school information
 - 2.5.8 Extramural activities
 - 2.5.9 Communication sheet
 - 2.5.10 Disciplinary records
 - 2.5.11 Visits and consultation details with parents

3. PROFILE PRINCIPLES

- 3.1 Files must be created for all learners admitted to the school.
- 3.2 The school must request cumulative record cards from previous schools of new learners.
- 3.3 All data must be filed regularly in accordance with regulations.
- 3.4 Special attention must be given to:
 - 3.4.1 Completion of scholastic section of cum cards
 - 3.4.2 Copy of ID documents and, in the case of foreign learners, passport, work and study permits as well as unabridged birth certificates, if applicable
 - 3.4.3 Relevant medical conditions and/or medication used

- 3.4.4 Most recent reports to be filed under assessment
- 3.4.5 Regular completion of communication sheets
- 3.4.6 Copies of indemnity forms, general and specific
- 3.4.7 Teacher and didactic information
- 3.4.8 Files must be kept securely
- 3.4.9 A checklist must be completed at the beginning and end of each year to ensure that all data is updated

4. AMENDMENTS

- 4.1. This policy is subject for review within one calendar year of the date of last review, update or amendment.
- 4.2. This policy may be subject to review, update or amendment within the set calendar year, if the same is required by or in terms of change in legislation, change in external policy guidelines and/or relevant court rulings.
- 4.3. This policy may only be amended by the head of department overseeing the category under which auspices this policy finds application.

Date of incorporation
2016/03/31

REVISION SCHEDULE

Date	Reviewed by	Date approved	Approved by	Date of next review
2016/03/31	-----	2016/03/31	CEO	2017/10/03
2017/10/03	-----	2017/10/03	CEO	2020/08/30
2020/08/13	Curro Legal	2020/09/30	CEO	2021/09/30