



Document Retention Policy

School Details :	The Island Project School DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
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Deputy Designated Safeguarding Lead :	Nicole Sheehan – SLT (Head of School) mobile: 07971 543 755 email : n.sheehan@ipschool.co.uk Melanie Collett – SLT (Head of Further Education) Mobile : 07971 543 753 Email : m.collett@ipschool.co.uk Nial Al-Zanki – Head of Post 16 email : n.al-zanki@ipschool.co.uk telephone : 01675 466 682
Designated Trustees For Child Protection:	Jacqui Walters-Hutton Email : jwaltershutton.trustee@ipschool.co.uk
Senior Leadership Team :	Sarah Gallagher – SLT (School Principal) Carol Howe – SLT (Curriculum Director) email : c.howe@ipschool.co.uk Paul Quigley – SLT (Commercial Director) email: p.quigley@ipschool.co.uk Nicole Sheehan – SLT (Head of School) Melanie Collett – SLT (Head of Further Education)
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Date Last Reviewed :	Reviewed and reissued: 12 th January 2017
To be reviewed by :	12 th January 2021

The Policy will be as set out in the Information Management Toolkit for Schools. Please see link below:-

<http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools>