

## **Terrington and Foston Federation Workbook retention Schedule Statement**

As a Federation we pride ourselves on the safeguarding and welfare of our children and the safe use of data.

Due to the sensitive nature of the content of children's workbooks and in line with guidance in the Information Management Toolkit for Schools (2016) recommended by North Yorkshire County Council, we keep children's workbooks for one year and then securely dispose of them. A record of all secure disposals is kept by the schools. Individual items of children's work are sent home whenever possible.