

# Record-keeping starter checklist

Keeping records is good practice, not a legal duty. Set up something light you'll actually maintain.

UK-wide

Getting set up

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- Start a dated learning journal
- Begin a reading log
- Set up a simple way to store a few work samples
- Keep a photo / outings log
- Write a short educational philosophy statement
- Remember it's good practice, not law

Keep it light enough to sustain

## OUR RECORD-KEEPING PLAN

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