



## Registers

### Provision for Fire Drills and Power/Internet Loss

If you take the attendance register on eSchools, your register will send the attendance data into your MIS (eg. SIMs) at a dedicated time set for your school. If there is a fire drill, you need to have quick access to a physical fire register. This is also helpful on the rare occasions when you have a power cut or a loss of internet access.

We suggest that each school does their attendance register on eSchools and then also has a laminated register, stored close to hand (ideally on a bright clipboard) that acts as the fire register. Please see the example below: teachers can put a mark (X) next to the children that are absent on that given day. You can wipe it clean each week and start again.

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#### *Example of school fire register:*

**Name of Class** .....

**Name of Teacher** .....

**Week Beginning** .....

Name of Pupil	Mon	Tue	Wed	Thurs	Fri
Tracey Beaker					
Charlie Bucket					
Nancy Drew	X				
Harry Potter					
Alex Rider					
Tom Sawyer					
Ginny Weasley					

Matilda Wormwood					
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