

RECORDING POLICY

IN

TUBBER NATIONAL SCHOOL

Title**Recording Policy in Tubber National School****Introductory Statement****◆ Rationale**

Why is it necessary to devise a policy on record keeping at this time? e.g. Teaching is informed by pupil learning needs and the recording of where a pupil is in relation to his/her learning is a cornerstone of good teaching. Education Act Section 9(g) provides that parents (or students or 18 years or upwards) are entitled to have access in the prescribed manner to records kept by the school relating to the progress of the student in his/her education Attendance at school has a bearing on a pupil's attainment levels Education (Welfare) Act requires principals To communicate to a school, to which a student is transferring any problems relating to school attendance which the pupil concerned had and any other appropriate matters relating to the pupil's educational progress. To keep a record of the pupil's attendance and the reasons for failure to attend To inform the Educational Welfare Officer in writing, where a pupil is suspended for a period in excess of 6 days/or where a pupil is absent in excess of 20 days in a school year/or where in the opinion of the principal the student is not attending regularly. The school's existing procedures need to be clarified to ensure that the school complies with the spirit as well as the letter of the law. e.g. accountability and transparency.

Relationship to characteristic spirit of the School

Relate the policy to the school's philosophy and ethos if appropriate. e.g. Tubber National School seeks to enable each child to develop his/her potential in a caring environment where the talents of each child are valued. This work can best be done where there is a high level of openness and co-operation between staff, parents and pupils.

Aims:

- To record the educational progress that a pupil is making thereby enabling parents and teachers to support the child's learning.
- To report to parents in a meaningful way on the educational progress of their children
- To establish clear, practical procedures that will enable parents/guardians (or past pupils who have reach the age of 18) to access records relating to educational progress.
- T ensure that this access is available within the capacity of the school to administer it.
- To establish a clear understanding, shared by management, staff and parents as to the type of records that are maintained and how such records should be made available.
- To ensure that the school complies with legislative requirements while awaiting the issue of guidelines as to the 'prescribed' manner referred to in Section 9(g) of the Education Act
- To ensure that the school, complies with legislative requirement/principles of good practice while awaiting the issue of procedure from the National Educational Welfare Board.

Roles and Responsibility

Ms Comyn and Ms Lee will notify parents of their entitlements and the procedures they should follow. The teachers will ensure that files are securely stored when pupils transfer out of the school.

Implementation Date

November 2006

Timetable for Review

November 2008

Ratification & Communication

Ratified by the B.O.M. on 20/11/06. A copy of the policy was circulated to the members of the B.O.M. and it is available on the school website.