

Recording Policy in Tubber N.S.

Record	Where?	For what purpose?	For how long?	Who has access?	Updated when?
B.O.M. Minutes	School - Office	Record of decisions	Indefinitely - Archive	Sec - B.O.M Chairperson - Principal	After each meeting
Financial Accounts To include receipts of income and expenditure, accounts audits, PAYE/PRSI records etc	Office	To keep proper order and usual accounts received of all money expended on behalf of the school.	Receipts and records will be maintained for 5 years . Audit account as part of school archive	Chairperson, Treasurer of B. Audited a/c will be made available to the school committee following audit.	Income expenditure will be recorded monthly by treasurer/principal Account revealed to each BOM meeting by treasurer/principal account audited annually
Staff contracts. To include teachers, SNA's Ancillary Staff, Supervision etc.	Office	Legal Record of Agreements.	Indefinitely	Chairperson, Sec of Board/ Principal and staff	Renewal Annually
Health and Safety -Records e.g. audits.	Safety Statement	To keep a record	For duration of the record	B.O.M. Staff	Annually
Administrative records (Forms, correspondence etc)	In relevant file in filing cabinet	To keep a record	2 years	Teachers B.O.M.	As required

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School Plan: organisational policies, curriculum plans and development (SDP) folder.	Office	To implement the Revised Curriculum	Indefinitely	Teachers Parents Inspector B.O.M.	Reviewed according to Policy review date
Roll Books	On designated shelf in Senior Classroom	As a permanent record of enrollment and attendance.	Indefinitely	Teachers B.O.M. Inspector /Visitors tracing roots	Daily
Attendance Records: Reasons why a child failed to attend school, Letters to the education Welfare Officer regarding children	-As per roll Book -Childs file - N.E.W.B. file	For legal purposes - to fulfill responsibility under Welfare Act	10 years after 6 th class, if an issue arises. Otherwise records are destroyed at end of 6 th class	Parents Teachers, N.E.W.B. Inspector Pupils	Annually remove records not required

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Individual Pupil Files: containing child details with contact numbers, Medical & health information test results, letters to and from parents, accident or incident report	Filing Cabinet	As a permanent record	10 years after 6 th class or until a pupil has reached 22	Teachers Parents Pupils N.E.P.S.	Updated as needed
Cuntas Misiúil Job Sharers Records	Filing Cabinet	A record of curricular areas covered, methodologies and skill acquisition	2 years	Teachers Inspectors	Monthly

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End of Year reports	Copy to parents in file/ Children's file	Record of progress	For 10 years after the child leaves the school, or until a pupil would have reached the age of 22, which ever is greater	Principal Class Teacher. L.S. teacher/Resource if applicable, Parents, N.E.PS. Inspector Files will be passed on to other schools as appropriate and with written consent of parents.	Yearly or as needed
IEP's/IPLP's to include individual pupil records	In Pupil's File	As a record of individual educational planning	For 10 years after the child leaves the school or until a pupil would have reached the age of 22 whichever is greater	Principal Class Teacher. L.S. teacher Resource if applicable, Parents N.E.PS. Inspector. Files will be passed on other schools as appropriate and with written consent of parents	Yearly or as required.
Standardised Diagnostic tests	Children's file will be	To track progress	For ten years after the child leaves the	Principal Class Teacher L.S. Teacher/Resource	Yearly or as needed

	maintained for 1 year - class		school, or until a pupil would have reached the age of 22 , whichever is greater	if applicable, Parents, N.E.P.S. , Inspector. Files will be passed on to other schools as appropriate and with the written consent of parents.	
Psychological Reports - incl. Assessments by other professionals	Child's file in filing cabinet.	Profile of child's needs to assist in planning programme for resource application	10 years etc - 22	Deemed Confidential Files may not be copied Passed on without consent of parents. Access as needed.	Review before leaving primary school by Educational Physiologist

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Leabhar Tinrimh/ Reigisters	Classroom	As a record of attendance at school	Indefinitely as part of school archive	Principal Inspector N.E.W.B. B.O.M.	Daily

Enrolment forms	Children's file	Necessary information for registration/ contact details/ medical history	Destroyed the year after they leave school.	<ul style="list-style-type: none"> • Principal • Teachers. 	As needed - as address etc. changes
Birth/Baptismal Certs	In pupils files as from 2003	As a record/proof of age on enrollment.	10 years after the child leaves the school or until a pupil would have reached the age of 22 whichever is greater	Principal Teachers	Remain as part of child's file
Class Lists	Note at end	Enrollment form of child to be given to M.W.H.W. re/dental/medical services.	End of year	Secretary, Principal, Teachers	Annually
Indemnity Forms (Administration of medicine)	Child's file	As a record of the agreement	Ten years etc.	Principal, teachers	As required

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Accident Report	In incident report book	Record of Accidents/incidents.	10 years after pupil leaves school or until a pupil has reached 22 years of age whichever is greater	Principal B.O.M.	As required