

Introduction:

The Board of Management, the Principal, the school staff and representatives of the Parents Committee drafted this policy:

- To define the types of records that will be kept in the school.
- To define the aim of every record that is kept in the school.
- Ensure confidentiality in the use of such records.
- To ensure that the school has effective procedures in place to allow parents (or former pupils who are over 18 years of age) access to reports and records relating to the progress of their own children.

Rationale of the Policy:

The Gaelscoil makes every effort to enable each child to develop his/her potential in a caring educational 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.

The school felt it necessary to draft this policy at this time because:

- 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.
- The Education Act Section 9(g) provides that parents (or pupils over 18) are entitled to have access in the prescribed manner to records kept by the school relating to the progress of the pupil in his/her education (to age 21).
- The pupil's attendance at school has a bearing on a pupil's attainment levels.
- The Education Welfare Act requires principals to:
 - 1) Communicate to a school, to which a child is transferring, any problems relating to the child's school attendance or any other information relevant to the child's education.
 - 2) Keep a record of the child's attendance and the reasons for any absences.
 - 3) To inform the Education Welfare Officer in writing, if any pupil missed more than 20 schooldays in any one year, if a pupil is suspended for 6 days or more, or if, in the opinion of the principal, the pupil is not attending school regularly.
 - 4) Ensure that the structures that are in the school are defined to ensure that the school complies with the spirit as well as the letter of the law, e.g. accountability and transparency.

Aims of the Policy:

- To record the educational progress of the pupils thereby enabling teachers and parents to support the pupil's learning.
- To report to parents on the educational progress of the pupils.
- To establish clear procedures so that parents (or past pupils over the age of 18) have access to educational reports relating to the pupil's progress.
- To ensure that the school has the capacity to facilitate this.
- To establish a clear understanding, shared by the management team, the teaching staff and parents, as to the type of records that are maintained in the school and how such records are made available
- To ensure that the school complies with legislative requirements while awaiting the issuing 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 requirements and with principles of good practice.

Types of Records Kept in the School:

It is understood by the school that the following documents will be among the records which will be kept by the school:

- Annual reports- reports written annually on the progress of each pupil in each subject.
- Standardised tests: Results of Micra-T (English), Sigma T (Mathematics) and Drumcondra (Gaeilge).
- Attendance Records- Reports of attendance on the roll, notes from parents and to the Education Welfare Board.
- Psychological Assessments
- Reports for learning support, resource teaching etc.
- I.E.P./E.S.P.
- Reports on child's behaviour
- Reports on pupil's accidents
- Reports of illness/medicine from parents
- Code of behaviour signed by parents
- Enrolment forms and copies of birth certs
- Information on the transfer of children from other schools and to other schools (Passport)

Guidelines for access to records:

The following guidelines are for the protection of sensitive information on the pupils of the school and so that only the relevant people will have access to it.

The school will seek written permission from the parents of its students allowing access for all appropriate person's to the children's records. For specific occasions for example people from the Health Board seeking access to records the school will seek special permission from the parents to show the reports. Teachers, parents/guardians, past pupils who are over 18, Education Welfare Officers, members of the Health Board, Educational Psychologist, Special Needs Organisers, Second Level Schools and other primary schools are among the people/organisations who should have access to the records as appropriate. Requests to 'look at records' will be made in writing. Requests will be sought in advance from certain agencies. The parent's/guardian's permission will then be sought to show the reports to these organisations. The school will keep the information until the child reaches 21 years of age.

Standardised tests are administered to the pupils from 1st class to 6th class in Irish, English, and Mathematics (2nd class on in Irish). The results of these tests are kept in locked filing cabinets and made available to parents who wish to see them. The school uses a School Report in the form of a booklet from junior infants to 6th class. The reports are sent home a week before the end of the year, or the reports are posted (for children who are absent). Reports and records are kept in locked cabinets in the office, in the principal's office and in the learning support room. These rooms are locked each evening. Access to the reports and records will be controlled and will only be made available to the appropriate people.

In a case where parents are separated reports and records will only be communicated to both parents when requested by both parents. Copies will be kept in the school of any report or record which is sent to other schools. Parent's permission will be sought before any psychological reports are shown to another school to which the pupil is transferring. Records of pupils will be kept into their adult life in accordance with the Statute of Limitations 1957 – 2000 (to age 21).

The principal, the Board of Management and relevant teachers will have access to school employee records like contracts, pay slips, PRSI details, references, job applications/CVs, sick certs, and duties of post holders. The principal will be responsible for keeping the records up to date and for destroying them when necessary. (Up to 7 years is recommended).

Review:

Created	
Reviewed	October 2014
To be reviewed	October 2016

This policy was reviewed by:

- 1 The Teaching Staff of Gaelscoil Chill Mhantáin
- 2 The Parents Association
- 3 The Board of Management

Date:

Signature of the Chairperson of the Board of Management: _____

