



## Scoil Chearbhaill Uí Dhálaigh

### Record Keeping and Data Protection Policy

#### **Introductory Statement**

This policy was formulated in May 2010. The teaching staff, SNA, Classroom Assistant, ancillary staff and parents were involved in its formulation.

#### **Rationale**

- 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 students of 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, 2000, requires principals
  1. 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
  2. To keep a record of the pupil's attendance and the reasons for failure to attend
  3. 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 school 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**

Scoil Chearbhaill Uí Dhálaigh 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.

Care is taken, however, to protect each pupil's privacy by storing information and details in designated places under lock and key.

#### **Aims**

By introducing this policy, the school ideally hopes to achieve the following:

- 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 reached the age of 18) to access records relating to educational progress.
- To 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, is so far as possible, the school complies with legislative requirements/principles of good practice while awaiting the issue of guidelines

<b>Content of policy</b>
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Pupils' progress records:

- **Pupils' individual file**

Each pupil has a file.

These files contain a School Report booklet, Parent/Teacher Contact Records and Accident Reports Booklet, a copy of the pupil's birth certificate, Enrolment form, Administration of medicine indemnity forms, permission forms to leave the school on educational/religious visits,

Pupils' files are stored in locked filing cabinets in each classroom.

Parents/Guardians may view the files by appointment with the class teacher. Files may not be removed from the school.

Files are transferred from room to room by a trusted person under the Principal's supervision during the Summer holidays. 6<sup>th</sup> Class teachers transfer their pupils' files to a storage box which is kept in the strong room for 1 year, and then transferred to the school attic. Pupils who have reached their 18<sup>th</sup> birthday can be given access to their own files. 3 days notice must be given to the Principal. The Principal shreds pupils' files when they have reached 21 years of age.

In cases where pupils have transferred from the school before they enter 6<sup>th</sup> Class, files are stored in a storage box, in the strong room, arranged by year of transfer, and destroyed by the Principal when the pupil has reached 21 years of age.

**Annual School Report Booklet (Tuairisc Scoile):**

A booklet which contains pages to report the pupil's progress. Infant Classes and First to Sixth Classes have different pages. The relevant page is sent home by post in an SAE requested by the school at the end of each school year. When a SAE is not supplied to the school, reports are held for safe-keeping by the Principal. School reports are signed by the class teacher and the Principal. A carbon copy is kept in the booklet.

**Parent/Teacher Contact Records and Accident Reports Booklet,:**

A booklet which contains pages on which to report a pupil's progress. This report is given to the parents at the official Parent/Teacher meeting. A carbon copy is kept in the booklet. Other parent/teacher meetings are also recorded in this booklet, as well as reports on serious

accidents that befell the pupil in school or on a school tour. The accident report is signed by the teacher who attended to the pupil and by the Principal.

▪ **Class Results Folder [Standardised Tests] ( Red Ring-Binder )**

Each teacher keeps results of Standardised Tests for her class in the Class Results Folder [Standardised Tests] (Fillteán Torthai) locked in the classroom filing cabinet. Folders are transferred from room to room by a trusted person under the Principal's supervision during the Summer holidays. Each learning Support Teacher has a copy of all classes' standardised tests results which are kept securely in the filing cabinet in each Learning Support Room.

The Principal also has a copy of all pupils' Standardised Test Results which are kept securely in a filing cabinet in her office.

**Class Folder [ Green Ring – Binder]**

This contains information relating to the pupils in that particular class only:

- ✓ Pupil and parent details on a single sheet- name, surname , address, date of birth, telephone numbers etc
- ✓ Details of any health problems
- ✓ School Transport

These details are updated at the beginning of each school year and the current class teacher destroys the previous year's record.

**Pupils continuous assessment folders ( See Assessment Policy)**

Each teacher keeps continuous assessment folders in the classroom filing cabinet under lock and key containing samples of the pupils' work, or photographs of it, as appropriate.

- **Standardised Test Booklets**
- **Samples** or photographs of pupils work, as appropriate
- **Screening tests** : These are kept securely in the relevant LST teacher's filing cabinet. See school Learning Support Policy for a list of possible tests.
- **Diagnostic Tests:** These these are kept securely in the relevant LST teacher's filing cabinet. See school Learning Support Policy for a list of possible tests.
- **Individual Education Plans and Individual Pupil Learning Plans [ IEP & IPLP] :** For pupils who receive Learning Support are kept securely in the relevant LST teacher's room.

**Recording pupil absences:**

Each class teacher records attendances and absences in the class roll book which is kept in a drawer under her desk.

Rollbooks are transferred by a trusted person during the summer holidays under the Principal's supervision.

Each class teacher records pupil absences and explanations for these on a specific school sheet designed for this purpose. Only Date and Category of absences are recorded on this sheet. Each teacher keeps explanantory notes for absences for the current school year only.They are shredded in July every year.

**Reporting to The National Education Welfare Board:[ NEWB]**

The Principal reports absences of 20 days or more to the NEWB for the required reporting periods, along with the required pupil details. The online reporting facility is used.

**Psychological and other Professional Reports:**

Psychological Assessment Reports are kept securely in the individual pupil folders in the classroom filing cabinet. The relevant LST teacher keeps a copy of Psychological Assessment Reports in a locked filing cabinet in the LS room.

The Principal keeps a copy of all Psychological Assessment Reports in a locked filing cabinet in her office. Copies are only given to third parties if a parent's permission has been received.

Psychological Assessment Reports of pupils who have left the school are kept in the strong room for 1 year and thereafter in the school attic until they have reached 21 years of age.

The above applies also to individual pupil record files and continuous assessment files of pupils who are no longer enrolled in the school.

### **Referrals to outside agencies:**

Record of referrals and any relevant correspondence are kept in individual pupil files in a locked filing cabinet in the relevant LS teacher's room.

On submitting an application for enrolment, parents must sign a form attached to the school Code of Behaviour stating that they have read and accept the Code. This form will be kept in the pupils file attached to the application for enrolment form.

Records of breaches of the Code of Behaviour are entered on the standard school record form by the class teacher and kept in the Class Folder.

Records of breaches of the Code of Behaviour occurring in the playground are entered in the Yard Record Book

### **Riail na Gaeilge**

The Principal keeps records of all breaches of Riail na Gaeilge and all relevant communication.

### **Employee Records :**

The Principal retains personal details and contracts of all Board of Management employees in a secure filing cabinet in her office.

Medical Certificates are kept by the school secretary, who adds the OLCS reference number, as required.

### **Teacher and other employee absences:**

The Principal the records and reports absences for which no substitute cover occurred to the DES through the OLCS.

The school secretary inputs employee absences for which substitute pay claims are being made through the OLCS. All absences and claims for payment are approved by the Principal before lodgment .

### **Job applications:**

Applicants who have been interviewed: The Principal retains the applications and marking records for a period of 1 year, after which she shreds them.

CVs of applicants who have not been interviewed are returned to them if they have provided a SAE. Any remaining CVs are shredded by the Principal after a period of 1 month has elapsed.

### **Procedure for requesting information:**

- External agencies must request information in writing from the Principal.
- Requests of information from parents of pupils aged under 18 years, and from pupils aged over 18 years if they are known by the Principal or by the teacher accepting the call, may be accepted by phone. 3 days notice is required.
- Standardised Test Scores are reported on the school reporting form for this purpose or on the standard form supplied by the post-primary school or outside agency, signed by the

Principal. A copy of all reports supplied to outside agencies is retained in the pupil's personal file.

- Records are kept of all pupils until they have reached 21 years of age.

### **Success Criteria**

The practical objectives of this policy are :

- Systematic compilation of uniform records by staff
- Systematic reporting to parents on educational progress in place
- Clear procedures for access by Parents/pupils to records
- Storage of records is manageable

### **Roles and Responsibility**

The class teacher has responsibility for all records stored in her classroom

- Each LS teacher has responsibility for all records stored in her LS room.
- The Secretary has responsibility for all records kept in the secretary's office
- The Principal has responsibility for all records stored in her office, in the strong room and in the school attic
- The Principal has responsibility for the transfer of files from classroom to classroom during the summer holidays
- The Principal has responsibility for storing records of all pupils who have transferred from the school, for 1 year in the strong room and thereafter in the attic until they have reached 21 years of age, and for destroying the records after that date.
- The Principal will inform the parents of their rights in regard to access to records and of the procedures to be followed.

### **Implementation date**

All of the practices and responsibilities are already in force in our school, with the exception of pupils' continuous assessment and samples of work files. This will be implemented from September 2010.

#### **Timetable for Review**

Practices and procedures will be reviewed at the end of the 2012 school year.

### **Ratification & Communication**

This policy was ratified by the Board of Management on xx/xx/xxxx.  
It was communicated to the education partners on xx/xx/xxxx.