



Christian Brothers College Cork

Pupil Records Policy

PUPIL RECORDS POLICY

This policy replaces the Pupil Records Policy of 8th February 2010.

SCOPE

The policy relates to the whole school and provides information on how pupil records in the school are kept and accessed.

RATIONALE

1. Teaching is informed by pupil learning needs and the recording of where a pupil is in relation to his learning is a cornerstone of good teaching.
2. 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.
3. Attendance at school has a bearing on a pupil's attainment levels.
4. Education (Welfare) Act requires principals:
 - a. 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.
 - b. To keep a record of the pupil's attendance and the reasons for failure to attend.
 - c. 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.
5. 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 GUIDING PRINCIPLES

In CBC we believe that every pupil is entitled to an education of the highest quality. Our aim is to allow our pupils to develop their talents to the maximum. We are aware of the need to emphasise the value of a pupil's efforts and of the need for constructively challenging him to make further progress. Keeping proper records allows us to recognise the positive aspects of the pupil's experience through the school and also to monitor any areas of concern. Records also allow us to have necessary details for references for past pupils.

GOALS

1. To record the educational progress that a pupil is making thereby enabling parents and teachers to support his learning.
2. To report to parents in a meaningful way on the educational progress of their son.
3. To establish clear, practical procedures that will enable parents/guardians (or students / past pupils who have reached the age of 18) to access records relating to educational progress.
4. To ensure that this access is available within the capacity of the school to administer it.
5. 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.
6. To ensure that the school complies with legislative requirements.
7. To monitor the pupil's learning.

POLICY CONTENT

1. Results obtained in the Junior Certificate and the Leaving Certificate examinations are kept in the school records.
2. Results obtained in the Assessment Examination (see Assessment Policy) are kept in the school records.
3. Subject Teachers keep a record of marks and grades obtained in the course of the term.
4. Records of daily attendance are kept by the College for all pupils and by the Subject Teachers for all the pupils in their classes. The College will inform the Educational Welfare Board of students who have missed twenty school days in the school year. A written explanation must be provided by parents/guardians in the school journal for any absence from school.
5. Pupils leaving the school in the course of the school day sign out in the School Office and sign in on return. They also state the teacher who has given them permission to leave.
6. Pupils must swipe in on arrival in the school using the Anseo system. This will record all absences and the time of arrival in the school. Teachers also take the roll in each class on VSware.
7. Documentation relating to discipline e.g. report slips, report cards, etc. are retained in the individual pupil's file together with a record of major breaches of discipline.

8. Progress reports which Class Teachers have produced for parents by speaking to the pupil's individual teachers will be kept in the student's file.
9. Signed copies of parental approval of the Code of Behaviour are kept in the school records.
10. Records in relation to special needs and assessments in this area by school personnel and external personnel will be kept by the Learning Support Teachers. Relevant information on this area will also be available to staff.
11. Records of psychological assessments will be kept by the Learning Support Teachers and will also be kept in the student's file.
12. Referrals for learning support or other supplementary teaching and communications relating to this e.g. a record of parents' decision not to allow the child to attend at learning support or resource teaching will be kept by the Learning Support Teachers and in the student's file.
13. Some samples of students' work may be retained e.g. Art, Science.
14. The student's enrolment form will be kept in the student's file.
15. A record of any injuries/accidents will be kept in school records.
16. Indemnity forms for administration of medicine will be kept in the student's file and a record will also be kept by the Deputy Principal.
17. School personnel, parents/guardians, pupils and past pupils who have reached 18 and Education Welfare Officers will have access to information contained in pupil records. In some cases it may be necessary to allow access to information contained in school records to other second level schools and the Health Services executive (HSE). The school will have written authorisation from the parents of its students allowing access for all appropriate persons to the pupils' records.
18. Anyone requesting access to records will first have to speak to the Principal. In certain cases a written request will be required. A certain period of notice may also be required.
19. Formal examinations are held at Christmas and in summer. The Pre-Leaving Certificate and Pre-Junior Certificate examinations are held in February of each school year. Reports are issued to parents after each of these examinations. The school report is a standardised format for all classes and is computerised. The report will contain information on all subjects the pupil is taking. Where appropriate, it will contain details of level, mark and grade. All reports for the Christmas and Summer Examinations will contain a comment by the teacher. Reports are issued by VShare to parents.
20. A Parent-Teacher meeting is held for each year group once a year. There are also meetings for parents of First Year students and parents of Sixth Year students in September of each year.

21. Records are stored in the school in an archive which is locked. Access is only permitted to the Principal, Deputy Principal, secretarial staff and caretakers. Access to the information in the records is strictly controlled and made available only to those rightfully entitled to it. Computerised records are only stored on office computers where they are protected by passwords and access is only allowed to a small number of authorised personnel. All staff who have access to VSware must use passwords to log in and will not save the log in details on any device.
22. The school keeps all pupil records for an indefinite period.
23. Where reports are generated by external agencies (e.g. NEPS) permission will be sought from parents before allowing access to the reports by third parties e.g. another school.
24. Access to pupil records for people who are no longer enrolled in the school will only be allowed following consultation with the Principal.
25. The School is a Data Controller under the Data Protection Acts 1988 and 2003. Personal data will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, the National Education Welfare Board. Contact details will also be used to notify parents/guardians of school events or activities. The College relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. A parent/guardian who wishes to update or access their son's personal data should write to the Principal.

ROLES AND RESPONSIBILITIES

Board of Management

1. To ensure that the policy is developed and evaluated from time to time.
2. To approve the policy.
3. To consider reports from the Principal on the implementation of the policy.

Principal and Deputy Principal

1. To establish structures and procedures for the implementation of the policy.
2. To monitor the implementation of the policy.
3. To ensure that files and records are securely stored.

Subject Teachers

1. To keep records of all assessments set.
2. To keep a roll of all students in all their classes on daily basis.

Year Heads and Class Teachers

1. To keep all discipline related material in the student's file.
2. To keep progress reports in the student's file.

SUCCESS CRITERIA

1. Systematic compilation of uniform records by staff.
2. Systematic reporting to parents on educational progress in place.
3. Parents/pupils can access records without undue disruption of teaching time.
4. Storage of records is manageable.

REVIEW PROCEDURES

The policy will be reviewed on an annual basis. The review team will comprise the Principal, Deputy Principal and whole teaching staff. Any guidelines or recommendations from the Department of Education and Skills or its agencies will be considered in the course of such reviews. This policy will come into effect on 9th October 2014.

Ratified by the Board of Management 9th October 2014, most recent review 19th
December 2016