

*Ballyfin National School
Record Keeping Policy.*

01/10/2003

Education Act 1998

[School Policy Record Keeping]

Under the Education Act the school is obliged to regularly evaluate students and periodically report the results of the evaluation to the students and their parents. With this in mind and in an effort to improve communications between parents and teachers, a record sheet will be used to record issues/decisions discussed/agreed between both parties. This should lead to better communications and clarification. It should also be noted that any decision taken by parents re. their children's education should be put in writing if requested by the school.

We hope that improved record keeping between the school and the community will efficiently promote co-operation between all parties concerned.

Note Parents should only sign any record sheet if they are happy that the record is accurate.

Concluding Comment

This policy statement has been based on conditions existing in the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

All amendments and updates will be recorded in the -

Record Keeping Policy.

Signed: P. B. Hennessy
Chairperson B.O.M.
Ballyfin N.S.

Date: 01/10/2003

Record of Meeting

Date: _____

Pupil's Name: _____

Meeting called by: _____

People Present: _____

Issues Discussed: _____

Decisions Taken: _____

Length of Meeting: _____

Signature of Teacher: _____

Signature of Parents/Guardians: _____