

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
Phone: (045) 860023
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S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
Guthán: (045) 860023
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ACCESS TO RECORDS

In devising this policy due consideration has been given to Section 9(g) of the Education Act 1998. Parents as the primary educators are entitled to an account of their child's progress in school. This includes the academic, emotional, personal, physical, moral, spiritual, social and cultural aspects of education.

In keeping within the school policy of working with parents as partners in their child's education, the child's individual school records will be made available. The records are accessible to parents under the supervision of the Principal teacher and on making an appointment.

Aims:

- To provide parents access to the school records for their child
- To empower parents to participate more fully in the welfare and education of their child
- To enhance communication between parent, child and teacher
- To monitor progress of a pupil's development
- To ensure follow through and appropriate action to meet the child's educational needs.

Guidelines:

- Parents who wish to access their child's school records must do so in writing to the Principal Teacher
- The Principal Teacher will then collate all available records
- An appointment time will then be confirmed to the parents
- Records labelled Private and Confidential by a staff member are not made available to anybody without the staff members consent.

Records Provided:

- Attendance
- Curricular
- Standardised tests
- Diagnostic tests
- Discipline
- Medical/Psychological Reports
- End of Year Reports

Retention of Records:

S.N. Coill Dubh will retain all school records in a safe place for nine years **after the child has left 6th class.**