

ASSESSMENT AND RECORD KEEPING

Rationale

Assessment is an intrinsic part of learning and teaching.

Assessment also serves as a means of informing parents / pupils of the pupil's progress.

The Education Act 1998 requires that attendance be monitored carefully.

Good practice requires that accurate records of accidents and misbehaviour be recorded.

Goals

- To identify assessment needs of students
- To recognise important Educational benefits of assessment
- To have a procedure in place for assessment and record keeping
- To keep accurate rolls
- To have a record of accidents.
- To have a record of discipline actions, disciplinary issues, events and sanctions.

Content

- Students are assessed on a regular basis and records are kept by the teacher
- Pupils and parents are made familiar with assessment procedures
- Results of "in-house" assessments at Christmas and Summer are sent to parents
- Mid-term reports are issued
- Assessment results are used at parent/teacher meetings to inform parents
- All results are recorded and filed
- Incoming first years are assessed to identify special needs
- Results of ECDL exams are recorded and filed.

Record Keeping of Attendance, Absence, Accidents and Misbehaviour

- Students "sign in" every day, notes of explanation are required from parents/guardians for all absences
- Students produce a note of permission and must sign out when leaving the school during the day and sign back in, if they return that day.
- The Welfare Officer of the NEWB is informed of students who have twenty or more days absent
- A record of attendance at class is kept by each teacher
- A record is kept of accidents and misbehaviours
- Students must have a journal with them at all times- in classrooms
- Journals may be used to record incidents of misbehaviour
- For PE classes students must produce a note from parent or guardian for non participation in class.

Roles and Responsibilities

Board of Management

- To ensure a policy is in place
- To ratify the policy

Principal / Deputy Principal

- To facilitate the assessments
- To ensure that results are recorded and filed
- To oversee roll books
- To ensure that accidents and misbehaviors are recorded
- To inform the insurance company of serious accidents

Staff

- To administer regular assessments to the students
- To correct, record and file results
- To advise students of the results

- To notify Year Head / School Office when students are missing from class
- To keep a record of absences from class
- To record grades
- To record all accidents in the Accident Report Book

Parents

- To support the policy
- To attend the one to one parent teacher meetings
- To consult with teachers
- To be familiar with our assessment procedures
- To send notes of explanation for absences

Success Criteria

- Goals of the policy are attained
- Efficient record keeping and assessments procedures are in place

Monitoring Procedures

- Principal / Deputy Principal will monitor that a procedure for assessment and recording of results is in place and that rolls and all other important information is properly recorded

Review Procedure

The policy will be reviewed biannually by the teachers and members of the Parents Association.