

## **DATA PROTECTION: 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 educator 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 with 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.

### **Procedural Guidelines:**

- Parents who wish to access their child's school records must request to do so in writing to the Principal teacher.
- The Principal teacher will collate all available records.
- An appointment time will then be confirmed to the parents.

### **Records provided:**

- Attendance
- Curricular plans including IEP's
- Diagnostic Tests
- Discipline
- Medical/Psychological Reports
- End of Year Reports

### **Retention of Records:**

St. Anthony's School will retain all school records in a safe place for six years after the child has left the school.