

MAVISBANK SCHOOL

Policy on Recording

Rationale:

It is the policy of the school to record pupils' experiences , activities and performances as they relate to the curriculum , (A Curriculum for Excellence, SQA National Qualifications)

Short term targets are prioritised and set three times within each school year (June, December, March) by the class team providing a framework for daily recording. Record keeping helps to ensure that experiences/progress achieved by pupils is noted and provides important information for Assessment and Planning for the next steps in learning. It also provides information required for reporting to parents.

Delivery:

A Recording File for pupils is kept in each classroom and contains records of the main activities, targets and recordings, integration sessions, community based visits and V.A. sessions.

This file is set up by the class teacher. Teachers, specialists teachers, early learning practitioners and instructors participate in the daily recording process. Individual sessions taken by therapy staff are recorded in detail in departmental notes. The daily recordings provide information for the class team to make regular statements of outcome relating to short term targets. This in turn provides information for the pupils' annual review reports and Co-ordinated Support Plans.

Reviewed: John Lochrie, Eileen McDonnell July 2015

Date of next review: July 2018