

School Registers & Records

Purpose

The purpose of school registers and records is to better organise record keeping and ensure there is an efficient system for keeping and passing on information.

Responsibility

The Head Teacher has the overall responsibility to keep, check and sign all the registers required.

The Head Teacher has overall responsibility for the control of all school equipment and stocks of textbooks and stationery.

Teachers are responsible for maintaining the Attendance Registers for their classes.

Each teacher is responsible for returning all textbooks and unused stationery at the end of each school year.

Policy

All Registers, Account Books, School Log Book/Diary and the Stock Book remain the property of the school and are not to be removed from the school.

Student files are to be kept at the school they are attending and sent on to their new school when they transfer.

Admission Register: Each Head Teacher shall keep an Admission book to record the names and ages of all students entering the school for the first time.

Student Files: There should be a file kept on each student, containing basic information such as family details, birth certificate, copies of academic performance reports, health reports, and student transfer card.

Attendance Register: Each teacher shall keep a daily Register of attendance of all pupils in their class. It shall be kept in the classroom and made available for the Head Teacher and authorised visitors to check.

Teachers' Files: These should contain personal details, reports, level of education etc, not confidential information.

Staff Register: The Head Teacher shall keep in his/her office a Register of teachers' attendance. Each teacher is to sign the Register when they start and finish work each day.

School Log/Diary: The Head Teacher shall keep in his/her office a School Log / Diary book to record important happenings every week.

School Accounts Book: Refer to the section on monitoring school accounts, in the procedure "Planning and Budgeting for Schools".

Stock Book: The Head Teacher shall keep a stock book which records all the school's equipment, books, tools, furniture, etc. All textbooks and re-usable items are the property of the ministry and shall remain with the school. They shall be returned to inventory at the end of each school term. All inventory shall be counted at the end of each term and the stock book updated.

The **Visitors Book** – in which visitors to the school write their name, job and address together with a comment about the school.

Accident Book – to keep a careful record of any accidents which happen to either children or members of staff while they are on the school premises.

Procedure

Admission Register

The Admission Register is a record of all children who have entered and left the school. All pupils should have their names registered in the Admissions Register.

Use the Admission Register book from Curriculum Development Unit.

All pupils should be enrolled from the beginning of the school year.

No pupil should be enrolled after the beginning of the school year unless there is very good reason such as the transfer of the parent.

Children entering Year One should be six years of age before the start of the first term of the year.

The information to be entered for each new child is as follows:-

1. Admission number
2. Name
3. Date of birth (indicate kind of proof seen on enrolment)
4. Home address
5. Name of parent or guardian
6. Date admitted
7. Date left school
8. Reason for leaving
9. Remarks (anything unusual about enrolment)

Admission Number	Name	Date of Birth	Home address	Parent / Guardian	Date Admitted	Date Left School	Reason for Leaving	Remarks
200	Tom Dick	1/2/90 birth cert	Ra Village, Ba Island	Harry Dick	7/2/96			
201	Peter San	12/6/89 birth cert	Ta Village	Pat San	7/2/96			
202	May Ann	26/8/89 birth cert	Ho Village	Sam Toi	7/2/96			

Students' Files

Each student shall have a file for their basic information, parents' details, Transfer and Identity Card, Health Card and other important records. Label each file clearly with the child's name, family name and admission number. Store in order – by each class, then in alphabetic order of students' names. At the end of each year, pass on the files of each transferring student to their new school. For those students who finish in Year 6, retain their files for two years before destroying.

Pupils' Transfer and Identity Card

The Ministry of Education has issued a card on which the details of a child's enrolment should be noted. This card must be passed on to the next primary school if the child moves on. It contains the information which the Head Teacher at the new school will need for enrolment. In particular it will be proof of the child's date of birth. This card is very important and Heads have the right to refuse admission to children who do not bring the card with them on transfer.

The main enrolment details are recorded by the Head of the first school the child attends. On transfer, the second Head will bring the card up to date as indicated in the lower part of the enrolment side.

The reverse side of the card has a record of a child's progress through Years 1-6. It should be completed at the start of every school year.

It is most important that Heads remember to forward the card with the child when they transfer to another school.

ENROLMENT INFORMATION

(To be completed by the Head Teacher when the child first enters the school)

NAME:..... Sex Home Island

Date of Birth Month Year.....

Supportive documents (Birth Certificate, Hospital record, etc.)

Delivered on:..... By.....

Names of Schools previously attended (including Pre-School) if any:

TRANSFER INFORMATION

This card must be passed on with the child whenever the child changes to a different Primary School. The new school's Head Teacher must complete the information below.

First Transfer

This child was enrolled into Year..... At Primary School, on
Admission Number.....

Second Transfer

This child was enrolled into Year..... At Primary School, on
Admission Number.....

Third Transfer

This child was enrolled into Year..... At Primary School, on
Admission Number.....

MINISTRY OF EDUCATION, YOUTH AND SPORTS

PUPIL TRANSFER AND IDENTITY CARD (PRIMARY SCHOOLS)

(This side is to be completed at the start of each school year) PLEASE USE BLOCK LETTERS

FULL NAME OF CHILD:

First Name

Family Name

NAME OF PRIMARY SCHOOL	ISLAND	YEAR	CLASS	NAME OF HEAD TEACHER	SIGNATURE OF HEAD TEACHER

THIS CARD IS TO BE KEPT SAFELY BY THE HEAD TEACHER AND FORWARDED WITH THE CHILD WHEN HE/SHE TRANSFERS TO ANOTHER PRIMARY SCHOOL.

Health Certificates and Medical Records

Medical inspections of children are made every year by teams from the Ministry of Health's MCH Clinic.

Each child in Year 1 and Year 6 is given both an inspection and a vaccination. Details of the inspection are recorded by the team on a Medical form which is then kept at school, in the student's file. **If a child transfers to another school, this form should be forwarded together with the Transfer and Identity Card.**

Before the medical team visits, parents should be informed so that they can be present for the inspection if they wish.. In any case it is good practice to obtain permission for the inspection and the Ministry of Health provides a form in English and French for this purpose. A copy of this form appears below.

Child Health Record

Fiche Médicale pour Enfant

CENTRE:

Child's name

Nom de l'enfant

Date of Birth

Date de naissance

Sex

Sexe

Reference No.

No de Référence

Family name

Nom de famille

Village

Village

Birth information

Information sur la naissance

Type of Delivery

Type de Presentation

Birth weight

Poids à la naissance

Length

Taille

Delivery

Accouchement

APGAR SCORE

Normal/Abnormal

Hospital / Dispensary / Home

1 minute.....

Birth attendant

Hopital / Dispensaire / Domicile

10 minutes.....

Accoucheur

Medical / Non medical

Médical / Non médical

Immunization Schedule - Calendrier des Vaccinations

BCG

1st DPT and Polio

2nd DPT and Polio

3rd DPT and Polio

Measles (Rougeole)

: at birth / à la naissance

6 weeks after birth / 6 semaines (1 mois et demi) après la naissance

one month after 1st dose / un mois après la 1ère dose

one month after 2nd dose / un mois après la 2ème dose

from 9 months to 3 years / entre l'âge de 9 mois et la 3ème année

Date	1	2	3	Booster / Rappel
B.C.G.				
D.P.T. / D.T. Coq				
Polio				
Measles Rougeole				
HEP. B.				

Pupils' Attendance Registers

Separate registers are required for each class, except for small schools where classes may be combined into fewer registers.

The names of all pupils must be in the Attendance Registers. Keep registers in a safe place and protect them from wear by covering them or strengthening them. It will help Heads when they come to supply statistical information if an 'F' is placed against the names of girls and/or an 'M' next to boys names. It is then easier to count up the numbers of boys and girls in each class. So that there can be no doubt about the identity of children with similar names, it is good practice to put the child's admission number next to the name. The child's date of-birth should also be recorded. From this date Heads and teachers can calculate the age of each child at the beginning of January.

Teachers should mark registers in ink at the beginning of the morning and afternoon sessions. All teachers in the same school should mark the registers in the same style. The following is suggested:

Present in the morning	leave blank
Present in the afternoon	leave blank
Absent in the morning	
Absent in the afternoon	—
Absent all day	+

Put the totals for each session at the foot of the column. It is a good habit to do this at the end of every session – that way you take account of later comers.

Calculate totals and % absences monthly and have them checked and signed by the Head.

At the end of each year the Head Teacher signs all the class Registers of Attendance.

Staff Attendance Register

In an exercise book, rule columns for date, name, morning and afternoon attendance and reasons for absence.

Each teacher is to sign the register every day. The Head Teacher checks and signs at the end of each month and notifies the PEO of unapproved absences.

Date	Name	Morning		Afternoon		Reasons for absence
		In	Out	In	Out	
9/3/2000	John Mark	7.15	11.30	1.15	3.45	
9/3/2000	Janet Rao	7.00	11.40	1.20	4.15	
9/3/2000	Kal Raka					Sick – malaria. Medical certificate given.

School Accounts Book

Refer to the Procedure "Planning and Budgeting for Schools" for detail of how to keep school accounts

School Stock Book

Use an exercise book or book with hard cover.

The following stock should be recorded:-

- a. Text-books
- b. Consumable stock (exercise books, pens, pencils, paper, chalk)
- c. Furniture (desks, chairs)
- d. Office equipment
- e. Sports equipment
- f. Tools (gardening, craft etc)

When stock is received it should be recorded in the stock-book. Text books must be stamped with the school stamp when they are received.

All items issued to teachers should be signed for. Items worn-out can be "written off" & discarded with proper approval by the PEO. When stock leaves the school or is discarded, that should be recorded in the stock-book.

Two different page layouts are recommended for the stock book:

1. For items which are returnable, like text books, and permanent property of the school, like furniture and equipment;
2. For non-returnable items like stationery.

1. Non-consumable items

This stock book page is for text books and other items which may be returned to the office, or for furniture and equipment. Each item has its own page.

Item Name: Student Book – English Year 5

Date	Received from	Quantity received	Issued to	Quantity Issued	Balance of Stock	Signature of person receiving items	Notes or comments
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.1.99					5		Stock-take
10.2.99	CDU	20			25		
11.2.99			C Robert	20	5		Issued to class 5
7.12.99	C Robert	20			25		Returned from use

Taking the school inventory

At the end of each year all returnable items should be returned to inventory. The Head Teacher should physically check each classroom and with each teacher to ensure all outstanding items, especially text books are returned.

A physical stock-take (count of items) should then be carried out. Record the amount of stock on the stock control sheet alongside the date of the stock-take and write "Stock-take" in column "h".

Receiving Stock

Whenever new stock is received the details must be recorded in the following columns:

- Record the date the stock was received in column "a".
- Record who the stock came from in column "b".
- Record how much stock was received in column "c".
- Add the quantity of new stock (column "c") to the previous balance and write the new balance in column "f".
- Sign in column "g" to authorise the entry.

Issuing Stock

Whenever stock is issued to someone the details must be recorded in the book in the following columns:

- Record the date the stock was issued in column "a"
- Record the name of the person the stock was issued to in column "d"
- Record how much stock was issued in column "e"

- Subtract the quantity of stock issued (column “e”) from the previous balance in column “f” and write the new balance in column “f”.
- The person who receives the stock should sign in column “g” to verify they received it.

2. Consumable items

This is the stock book page for stationery and other small items. Each item has one line on the page.

Write the opening stock in the first column. When some are issued, draw a diagonal line across the column – write the amount issued and the date in the top left corner and the remaining stock in the bottom right of the block.

Stationery							
Item	Opening stock	Issued /date		Issued /date		Issued /date	
		Left in stock	Left in stock	Left in stock	Left in stock		
HB Pencils	100	20 9/2/00	40 10/3/00	+ 160 bought			
	2/2/00	80	40	200			
Biro –blue	68	15 9/2/00					
	2/2/00	53					
Ruler 30cm	50	30 9/2/00	15 20/3/00				
	2/2/00	20	5				
Exercise books	120	60 15/2/00					
	2/2/00	60					

School Log Book/Diary

Every school should have a log book to record the ‘life’ of the school week by week. Use it to record events such as:-

- School holidays
- School functions (sports-days, Concerts, sales etc)
- Visits by outside people
- Dates of examinations
- School outings
- Repairs and improvements

- Anything which is not part of the regular pattern of school life.

Use an exercise book or similar. Entries don't need to be long. Here is an example.

Week 6 – 10 March 2000

The school held its fund-raising on the 6th of March, a public holiday. Many parents turned up and we raised about 75,000 Vatu. On Wednesday afternoon the children began their training for the inter-school sports competition. Mr. Raka has been absent all week suffering from malaria.

Visitor's Book

A visitor's book records the names of visitors to a school together with any comment that they might wish to make. Use a ruled exercise book or similar. Here is an example of entries:-

Date	Visitor	Comment
12.04.00	J Path (PEO)	Inspected new classrooms today and advised H/T on plans to provide teacher.
21.05.00	A Nutta (Ministry)	Checked on quality of the new desks. A further 36 will be ordered.

Accident Book

Keep a careful record of any accidents which happen to either children or members of staff while they are on the school premises. Describe what caused the accident, describe any injuries caused and say what action (first-aid, sent to local medical post) was taken. Always record dates and times.

Files for Correspondence

Routine correspondence is best kept in a separate file. Cardboard files are not expensive and Heads should not need many. A file might be opened for:-

- Ministry circulars received
- Letters received
- Syllabus details

When letters are written by the Head, it is a good idea to keep a copy in case of an enquiry at a later date. A simple but effective way to do this is to obtain a notebook with numbered pages and a carbon paper. When correspondence is answered, a note can be made on the original that the reply is to be found on Page x of the reply book. A similar book can be used to keep copies of correspondence started by the Head.

It is a good habit to put letters in a file as soon as they are received. Letters left on tables, or put inside books often get lost.

Records of children's work

This book is often combined with the Mark Book and will note as many aspects of a child's life at school as possible. It should contain assessments of individual strengths and weaknesses as well as comments on behaviour and attitude to school.