



Muslim National School

Seek knowledge from the cradle to the grave

19 Roebuck Road
Clonskeagh

Dublin 14

Phone: 012961340

Email: mnsclonskeagh@gmail.com

Roll Number: 19949B

www.muslimns.ie

Policy on Pupil Profiling / Reports on Pupils

Introduction

This policy was revised by the school's SEN team and presented to the BoM for ratification in September 2024.

Rationale

The need for this policy arose from –

1. Section 22. 2(b) of the Education Welfare Act which requires schools to regularly evaluate students and periodically report the results of the evaluation to the students and their parents
2. Section 9 (g) of the Education Act which ordains that parents of a student have access in a prescribed manner to records kept by the school relating to the progress of that particular student

Relationship to School Ethos

The mission of the school encourages the active involvement of parents through positive home-school contacts and through the activities of an active Parents Association. This policy reflects the above.

Aims and Objectives

1. To assist and evaluate the social, personal and academic development of the pupil body

2. To record and update these developments during the Primary School Cycle through the drawing up of an individual Pupil Profile (on the Aladdin system) updated annually
3. To identify areas / aspects of a child's development which may require attention / remediation
4. To update all parents / guardians on the progress of their child in his / her education
5. To provide parents / guardians with access to any permanent records relating to their child's progress.

Assessment

The primary source of assessment is that of teacher contact in the classroom and is initially based on informal assessment. Formal and continual classroom assessment is then introduced through the use of standardised testing (Sigma / Micra) and the use of M.I.S.T, Neale Analysis, N.R.I.T and other specific testing procedures. A record of each child's performance in formal tests is maintained in that child's individual Pupil Profile and is passed from teacher to teacher as the child progresses through the Primary Cycle.

Reporting to Parents

The school reports to parents through an end of year report card and a once per year parent - teacher meeting. Informal reporting is also carried out through Aladdin and the issuing of circulars and notes to individual parents / guardians if an issue concerning their child arises. The end of year report is given in written form but individual teachers if they so desire can provide an oral report.

Parents are also welcome to visit the school at any time to discuss their child's progress. These visits are by appointment only through the school secretary. The school endeavours to report to both parents in the event of marital breakdown. The school will initiate emergency meetings with parents if behavioural patterns, attendance or other concerns warrant such meetings.

Parent - Teacher Meetings

A parent-teacher meeting is held once a year. Each teacher will have prepared notes on each child incorporating class test results, standardised test results, homework, progress, special talents, etc. This meeting is normally scheduled for January of each year. Each parent / guardian is given a specific appointment time in advance.

The Principal is always available to meet individual parents by prior appointment.

Teachers will generally provide parents with information and guidance on educational progress, homework, test results, social development, behaviour, application, SEN, talents, attendance etc at a parent-teacher meeting. In the case of marital breakdown the focus of reporting must be in the best interests of the child rather than on the circumstances of the marital/non-marital relationship.

End of Year Report Cards

The school provides an end of year report card to parents. The card is designed to the individual requirements of the school.

School reports are sent to parents one week before school closure via the Aladdin system to facilitate parents who may wish to discuss their child's report with the class teacher. All reports are passed on at the beginning of each new school year via Aladdin. Records are stored and retained for a maximum of 7 years.

Homework

The school operates a policy of giving appropriate homework to each class with a defined time limit. Homework can be a very useful means of keeping lines of communication with parents open whilst at the same time reporting on a pupil's progress.

Attendance

Patterns of attendance for each pupil are recorded on report cards and pupil profiles. All communications from parents relating to pupil absences are dated and retained in the Aladdin system and all parents/guardians are made aware of the N.E.W.B guidelines in relation to attendance.

Please Note – the prior written consent of parents is required by the school where outside agencies are seeking a report on a child. This applies in custody cases and / or access cases. Prior written consent in the event of a case involving child abuse is referred to the BOM.

Roles and Responsibilities

All parents, staff, BOM, PA and pupils have a role to play in the successful and on-going implementation of this policy.

Success Criteria

- Open lines of communication with parents
- Increased awareness of pupil progress and early identification of needs
- Staff, pupil and parental satisfaction
- Optimum achievement for pupils.

Implementation

The policy has been in place with BOM ratification since October 2024.



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This Policy was approved by the Board of Management at its meeting on 3rd October, 2024.

Signed: 

Date: 03/10/2024

Chairperson of the Board of Management

Signed: 

Date: 03/10/2024

School Principal