ADMINISTRATION

1951 No. 694 (S. 33)

The Pupil's Progress Record (Scotland) Rules, 1951

Made - - - -	*20th April*, 1951
Coming into Operation	*1st August*, 1951

In the exercise of the powers conferred upon me by paragraph (1) of regulation 18 of the Schools (Scotland) Code, 1950(a), and of all other powers enabling me in that behalf, I hereby make the following Rules:—

1. The Pupil's Progress Record to be kept in terms of paragraph (1) of regulation 18 of the Schools (Scotland) Code, 1950, for every pupil in attendance at a school shall measure eight inches in length and five inches in breadth, shall be in the form set out in the First Schedule annexed hereto, shall make provision for recording the information shown in the said Schedule and shall have printed thereon the instructions for completion, retention and disposal shown in the said Schedule. The boys' record shall be distinguished by the letter " B " printed thereon, and the girls' record by the letter " G ".

2. For pupils in attendance at special schools or classes for mentally handicapped pupils there shall be substituted for Heads III to VIII of the record an inset in the form set out in the Second Schedule annexed hereto.

3.—(1) These Rules shall come into operation on 1st August, 1951.

(2) These Rules may be cited as the Pupil's Progress Record (Scotland) Rules, 1951.

Hector McNeil,
One of His Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh, 1.
20th April, 1951.

(a) S.I. 1950 (No. 915) I, p. 590.

CONFIDENTIAL

PUPIL'S PROGRESS RECORD

G

(THE SCHOOLS (SCOTLAND) CODE, 1950, REGULATION 18)

In no circumstances shall this Record be allowed to pass out of the custody of the school authorities

NAME (in block letters, surname first).....

Date of Birth (from Birth Certificate) Day.....Month.....Year.....

Name of Parent (or Guardian).....Occupation.....

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Address.....

" changed to..... Date .....

" " " ..... " .....

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I. SCHOOLS ATTENDED

City or County	SCHOOL (Name and Postal Address)	Admission Number	Period at School					
			From			To		
			D.	M.	Y.	D.	M.	Y.

II. RESULTS OF STANDARDISED TESTS

	Name of Test	Date of Testing	Age of pupil when Tested	Quotient
Intelligence Tests				
Other Tests				

III. NURSERY SCHOOL (OR CLASS) RECORDS

ATTENDANCES			REMARKS (Any information likely to be helpful to the teachers at the infant stage)
Session	Possible	Actual	

IV. CLASS RECORDS—PRIMARY I and II (INFANT)

Session			
ATTENDANCES—Possible			
Actual			
ORAL EXPRESSION			
READING			
HANDWRITING (state whether script or cursive)			
NUMBER			
ART AND HANDWORK			
Initials of Teacher			

Instructions:—Pupils should be graded in five categories, viz., A (well above average), B (above average), C (average), D (below average), E (well below average). The letter of the category into which each pupil falls should be entered opposite the name of each branch of instruction. At this stage the great majority of the pupils will probably fall in categories B, C and D.

REMARKS

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V. CLASS RECORDS—PRIMARY III-VII.

Session								
Class								
ORAL EXPRESSION								
READING								
WRITTEN EXPRESSION								
ARITHMETIC (Formal)								
ARITHMETIC (Problem)								
HANDWRITING								
ART								
HANDWORK								
HISTORY								
GEOGRAPHY								
NATURE STUDY								
MUSIC								
PHYSICAL EDUCATION								
ATTENDANCES—Possible								
Actual								
Initials of Teacher								

REMARKS

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INSTRUCTIONS:—Pupils should be graded in five categories, viz., A (well above average), the category into which the pupil falls should be entered opposite the name of each subject. 40% in C, 20% in D and 10% in E. In the primary department, if there is more than one in grading all the pupils at that stage. In the secondary department, however, in view of the but in relation to those in his class, unless there is more than one class in the year following Within the class or group of classes the proportions of the pupils allotted to each category In conjunction with the type of course which the pupil is shown as following.

VI. CLASS RECORDS—SECONDARY DEPARTMENT

Date of promotion to secondary department.....

Type of course approved by the Promotion Board.....

Type of course actually followed.....
(including any changes)

Session								
Class								
ENGLISH								
HISTORY								
GEOGRAPHY								
LANGUAGES								
ARITHMETIC								
MATHEMATICS								
SCIENCE								
ART								
MUSIC								
PHYSICAL EDUCATION								
OTHER SUBJECTS								
ATTENDANCES—Possible								
Actual								
Initials of Teacher								

B (above average), C (average), D (below average), E (well below average). The letter of
As a general rule about 10% of the pupils at any stage should fall into category A, 20% in B,
class at any stage, the headmaster should endeavour to ensure that the same standard is applied
diversity of courses, the pupil should be graded not in relation to all the pupils in his year,
the same course, in which case the grading should relate to those in that group of classes.
should *as a general rule* be the same as those indicated above. The grading will have to be read

REMARKS ON SECONDARY CLASS RECORDS

VII. CERTIFICATES AND DISTINCTIONS GAINED (WITH DATES)

VIII. POSITIONS OF RESPONSIBILITY HELD IN SCHOOL

IX. MEDICAL INFORMATION BROUGHT TO NOTICE OF TEACHER.

Date of Entry	Particulars	Initials

Note :—Long periods of absence due to illness or accident should also be recorded.

X. BACKGROUND INFORMATION

Session	School or other than school organisation(s) to which attached	In employment during school session ("YES" or "NO")	Home circumstances normal ("N") difficult ("D")

GENERAL INSTRUCTIONS FOR THE COMPLETION AND DISPOSAL OF THE CARD

1. The head teacher shall keep in the school a Pupil's Progress Record, duly completed with the appropriate entries in each Section, for each pupil on the roll. Entries shall be made and initialled by the teacher or teachers nominated by the head teacher to perform this duty.

2. Entries in Section III, except those relating to attendance, which shall be made at the end of each session, shall be made when the pupil leaves the nursery school or class. Entries in Section IV, except those relating to attendance, which shall be made at the end of each session, shall be made when the pupil leaves the highest infant class (Primary II). Entries in Sections V and VI shall normally be made at the end of each session and also before the pupil leaves the school, if this takes place during the session. If, however, the pupil leaves early in the first term no entry need be made at that time in respect of attainment, and, if the pupil leaves late in the summer term a further entry in respect of attainment need not be made at the end of the session by the school to which he has transferred.

3. In each department, classes are to be numbered in yearly stages from below upwards, thus :—*Primary* I, II, III, IV, V, VI, VII ; *Secondary* I, II, III, IV, V, VI. Any class to which the pupil is admitted after having been assigned by the Promotion Board to a secondary course shall for the purposes of this Record be treated as being in the secondary department. If it is in the nature of a transitional class introductory to the first year of the secondary course, it should be designated by the symbol Tr. instead of S.

4. The following symbols shall be used where applicable :—
P—for Primary Department ; 3S—for 3-year Secondary Department ; 5S—for 5-year Secondary Department ; GAEL—to signify that the pupil is taught Gaelic. Types of secondary courses shall be indicated by the following symbols, where necessary, in combination :—
(L) Literary ; (T) Technical ; (C) Commercial : (D) Domestic ; (R) Rural ; (M) Modified.
Courses which include a foreign language shall be marked by a dagger thus :—†

5. Entries under " Remarks " shall be initialled and dated by the teacher concerned. They should be confined to any special circumstances which have a bearing on the pupil's progress and which will be helpful to teachers under whose charge he may later pass.

6. Entries in Section IX should relate to information regarding the health of the pupil which will enable teachers to ensure that due regard is had to any disability from which he suffers.

7. When the pupil is registered as " left "—
(a) If he is not entering another school, the Record shall be retained for a period of at least five years, after which it may be destroyed ;
(b) If he is entering another school in the same education area, the Record shall be sent to the head teacher of the said other school in the manner prescribed by the Education Authority or Managers ;
(c) If he is entering a school in another education area, the Record shall be retained in the school until applied for in accordance with the following procedure. As soon as the pupil is admitted to the school in the other area, the head teacher of that school shall apply for the Record through the Director of Education of the area, who shall forward the request to the Director of Education of the area in which the school previously attended is situated. On receipt of this request the Director of Education shall obtain the Record from the school and forward it to the Director of Education of the other area, who shall transmit it to the head teacher of the school to which the pupil has been admitted.

SECOND SCHEDULE

INSET FOR MENTALLY HANDICAPPED PUPILS

FOR USE IN SPECIAL SCHOOLS OR CLASSES FOR MENTALLY HANDICAPPED PUPILS

Date of Ascertainment..... Date of Admission.....

Age at Date of Ascertainment..... Age on Admission.....

Psychological Report on entry.....

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Medical Report on entry.....

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Date of leaving Special School or Class..... Age on leaving.....

Reason for leaving.....

RESULT OF EDUCATIONAL TESTS

SUBJECT	At about age 7		At about age 9		At about age 11		At about age 13		At about age 15	
	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age	Name of Test	Educ. Age
READING (Silent)										
READING (Oral)										
SPELLING										
ARITHMETIC										

RECORD OF ATTENDANCES

Session										
Possible										
Actual										

TEACHER'S ANNUAL REPORT ON ABILITIES

Date	General	Practical	Initials

TEACHER'S ANNUAL REPORT ON BEHAVIOUR

Date	Remarks	Initials

EXPLANATORY NOTE

(This Note is not part of the Rules, but is intended to indicate their general purport.)

These Rules prescribe the form of the Pupil's Progress Record to be kept for every pupil in attendance at a school in accordance with the provisions of Regulation 18 of the Schools (Scotland) Code, 1950.

The School Leaving Record (Scotland) Rules, 1951

1951 No. 896 (S. 52)

Made - - - -	21*st May*, 1951
Coming into Operation	1*st August*, 1951

In the exercise of the powers conferred upon me by Regulation 4 of the Schools (Scotland) Code, 1950(a), and of all other powers enabling me in that behalf, I hereby make the following Rules :—

1. The School Leaving Record to be issued in terms of Regulation 4 of the Schools (Scotland) Code, 1950, to every pupil at the end of his school career shall be in the form set out in the Schedule annexed hereto and shall make provision for recording the information shown in the said Schedule.

2.—(1) These Rules shall come into operation on 1st August, 1951.

(2) These Rules may be cited as the School Leaving Record (Scotland) Rules, 1951.

Hector McNeil,
One of His Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh, 1.
21st May, 1951.

(a) S.I. 1950 (No. 915) I, p. 590.