

Cuntas Míosúil: Draft Guidelines

Drafted by representatives of:

- Department of Education and Skills
- National Council for Curriculum and Assessment
- Professional Development Service for Teachers
- National Induction Programme for Teachers

www.teacherinduction.ie

Table of contents

	Page
General introduction	3
Purpose of the monthly progress record	3
What should be included in a teacher's monthly progress record?	
• Content	4
• Reflection	4
Formats of the monthly progress record	5
Organisational considerations	5

Monthly progress record (Cuntas míosúil)

General Introduction

At the end of every month each class teacher is required to provide a written summary of the work covered in the various subjects. Rule 126 of “The Rules for National Schools” states ...

*“...the portion of the curriculum dealt with during the month should be noted in a progress record, the format of which will be agreed at school level. The progress record is an **important school record**, the custody of which is one of the duties of the principal teacher. It should be available in the school at all times during the school year to which it relates and for at least one complete school year after the end of that year.” (emphasis added)*

Therefore the monthly progress record (cuntas míosúil) is a key document and should be regarded as such by schools.

Purpose of the monthly progress record (cuntas míosúil)

The purpose of the monthly progress record is to provide a record of **what a teacher has taught** and/or the teacher’s professional judgement of the **children’s learning progress** in that month.

To this end, the monthly progress record will provide valuable information to

- the class teacher when
 - monitoring the progress of the teaching programme and/or children’s learning
 - planning the next cycle of learning
 - preparing reports of children’s progress for parents
 - collaborating with the SEN teacher
- the principal teacher when
 - monitoring the implementation of the curriculum and agreed whole school approaches
 - preparing for a whole staff review of the School Plan
- the inspectorate when
 - evaluating the quality of learning and teaching in a class
- the following year’s teacher when
 - planning the next cycle of learning for the class

The monthly progress record should facilitate **straight-forward extrapolation** for individual teacher and whole school purposes.

What should be included in the monthly progress record (cuntas míosúil)?

The monthly progress record (cuntas míosúil) should include the

1. Content – *what was taught or the learning progress made*
2. Teacher reflection - *on the teaching and learning*

These headings reflect those suggested for short-term planning. In this way, a clear link between the *Primary School Curriculum* (DES, 1999), the whole school plan, individual teacher planning and teaching and learning in the classroom is established. These headings are expanded on below.

1. Content

The monthly progress record should outline what a teacher has taught and/or the teacher's professional judgement of the progress made in the children's learning that month with reference to the learning objectives identified in the short-term plan.

Where learning objectives during any week/fortnight are specific, attainable and realistic, it is more likely that the monthly progress record will be more meaningful.

2. Teacher reflection

Reflection should assist the teacher in the improvement of his/her day-to-day professional practice. This form of reflection offers an opportunity to focus on the quality of learning and teaching over the last month. The outcomes will have implications for subsequent class planning. The following questions may be useful to support this form of professional reflection:

- Did the majority of the children learn what I had set out in my short-term plans?
- Is there anything that worked particularly well in achieving this level of learning?*
- Is there anything I should do differently next time to improve the children's learning?*

**You might consider some of the following: learning objectives; lesson pace; learning activities; teaching methods; differentiation strategies; assessment methods; opportunities for integration and linkage; resources.*

You may also wish to note any professional practice you engaged in beyond your classroom teaching. (E.g. professional development, collaborative planning, contributions you have made to the school in addition to your classroom teaching)

Format of the monthly progress record (Cuntas Míosúil)

Schools are encouraged to agree and adopt a common format for the monthly progress record (cuntas míosúil) for use throughout all classes. This format may be influenced by a school's agreed purpose of the monthly progress record. Therefore it is recommended that a new teacher consults with the school principal to ascertain if a particular format has been agreed by the school.

Sample templates for the monthly progress record (cuntas míosúil) are available for consideration by school staff. The templates are accessible at www.teacherinduction.ie or www.pdst.ie.

The sample templates are not intended to be prescriptive, but rather should be used to stimulate discussion among school staff. It is recommended that the staff will then design a template to suit their own specific needs.

Whole school organisational considerations

It is recommended that the whole-school staff consider the following:

- Where will the monthly progress records (cuntas mhíosúla) be stored?
- Who will have access to them?
- For how long will they be stored? (Refer to Rule 126)
- Will they be passed from teacher to teacher?
- Will they be used to review and update the School Plan?