

Greetings to you colleagues. I hope that I find you well and safe. This week we briefly share few ideas on keeping learner records by teachers.

Accurate, factual and up-to-date record keeping is an important part of a teacher's role which we should always emphasise to them. It allows both teacher and the learner to reassess the teaching - learning relationship. It helps to reflect which learners need more help, motivation, guidance and support and helps them understand what they need to do next to improve their work.

Purposes of Record keeping

- To find the information needed about the learner when you need it
- To devise strategies and techniques of working with different categories of learners in the classroom
- To be able to provide parents the most accurate information about their children in terms of academic performance, attendance in lessons (absenteeism), behavioural attributes, leadership skills, social patterns etc
- Helps different stakeholder to make important decisions regarding learners learning needs
- Attendance records maintain accountability for learner safety
- Helps to make learning visible
- Monitor the progress of your learners
- Keep track of your work as a teacher
- Records ensure accountability and transparency of work covered by the teacher
- All the records must regularly be updated to ensure reliability and accuracy.