

**FROM: Permanent Secretary
Ministry of Education**

**TO: Principals I & II
Primary and Secondary Schools**

DATED: March 7th, 1994

SUBJECT: Use of the Log Book

1. In each school there shall be kept a Log Book.
2. This Circular seeks to provide guidelines on the appropriate use of the Log Book.
3. The following guidelines are hereby issued:
 - i. The Log Book is an official document in which all relevant information about the administration of the school is recorded daily.
 - ii. The Principal or the person acting instead of the Principal shall make appropriate entries.
 - iii. In it shall be entered such events as the introduction of new books, new equipment, or courses of instruction; all school holidays and authority therefore; particulars of field trips or educational visits; commendations of members of staff; absence, illness, transfers, unpunctuality or neglect of duty on the part of members of staff; assumption and resumption of duty; last day on the job; and any special circumstances affecting the school that may, for the sake of reference or any other reason, deserved to be recorded.
 - iv. The Supervisors and senior officials of the Ministry of Education and the Managers of the respective schools shall also make such entries in the Log Book as they think fit; and record their visits.
 - v. Any adverse report on a member of staff recorded in the Log Book shall be shown to that member of staff and signed by him/her.

The Teacher should be advised that signing an entry is not an admission of guilt, but merely an indication that the Teacher reported upon is aware that such action has been taken.

The Teacher could request a copy of the entry.

- Where a teacher refuses to sign or initial such an entry, this fact must be recorded in the Log Book, and the entry witnessed and countersigned by another member of staff.
- vi. No entry made in the Log Book shall be erased, removed or altered in any way, except by subsequent entry.
 - vii. Entries should be made promptly and signed as soon as they have been made.
 - viii. Entries should be specific and vagueness must be avoided.
 - ix. Entries in the Log Book must be treated as official correspondence and must not be communicated to the public.
 - x. The Log Book is the Principal's responsibility and should be safely secured at all times. The Principal must make the Log Book available to all those authorized to have access to it — School Supervisors, Senior Officials of the Ministry of Education and School Managers.
 - xi. Reflections/opinions of a general nature should not be entered in the Log Book.
- 4. Perusal of the Log Book should be a part of the routine of every school visit by a Supervisor.
 - 5. A well-kept Log Book is an historical document which can prove invaluable to future Principals and Researchers. The records may be used to identify anniversaries and other important dates and events in the life of the school.
 - 6. This Circular replaces Circular #53 of 1977 dated May 5, 1977.
 - 7. Supervisors are asked to go through this Circular with School Administrators to ensure familiarity with the Guidelines.
 - 8. Your usual cooperation is expected.

Cloyd Crosby
Director of Schools Supervision
For Permanent Secretary
Ministry of Education