



MANAGEMENT CIRCULAR

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Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

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To: Heads of all Educational Establishments

Log Books

While there is no longer a statutory obligation to have a log book in every educational establishment, it is recommended that Heads of Establishment continue to maintain such a record.

The log book has traditionally been the official record concerning the life and work of the school. It should contain a note of all visits paid to the school by persons of note and of other matters which may in due course be of local historical significance.

Within a reasonable time and, if practicable, within seven days of making an entry concerning any member of staff, the Head of Establishment shall give the person concerned the opportunity of appending his/her initials as evidence that he/she has seen the entry. It should be noted, however, that no reflections or opinions of a general nature concerning staff may be entered in the log.

No entry in the log may be removed or altered except by a subsequent entry.

As log books are valuable historical documents, they are worthy of preservation. They should therefore be able to be made available centrally to anyone conducting a research project on social or educational history. Nevertheless, to protect the interests of teachers, log books which are to be issued for research should be at least 50 years old. I, therefore, ask Heads of Establishment to send log books which are of greater age than this to the educational resource librarian.

Maureen McKenna
Executive Director of Education