

Cavendish Church of England Primary School

Archive Work Policy

Scope

At Cavendish School we believe that learning takes place continuously and through a variety of physical and mental activities, one of which is recorded through writing. This policy outlines how written work is used and stored over time.

Display Work

Children will have a manila folder in their tray. Display work at the end of the display cycle (class-public school areas-church) will be placed in the manila folder to be taken home at the end of each term. In addition, exceptional class work may be photocopied for children to share with their families where this is part of the feedback process to the child.

Sharing Learning

Parents and carers are invited to view written formats of learning at the Autumn and Spring Term parent information evenings. As the Summer Term progresses and achievement information is communicated through a written annual report, Carers and Parents are invited to attend a 'work share afternoon' to see their children's work first hand.

Use of Archive Books

Completed books and children's work is used in a variety of ways. Most immediately work is used as part of the transition for children moving class and year group within the school. Current teachers share work with the new teacher to illustrate assessment of strengths and areas for development. This enables smooth progression and ensures previous target areas are built upon.

Books are also used to compare cohort progress year on year. This helps to ensure that standards are maintained and expectations raise over time. Through this work we are able to identify progress against starting points and make comparisons between cohorts.

Subject leaders will use specific bodies of work within one subject to ensure progression across year groups. This enables tracking to ensure that depth and breadth within a subject builds over time.

Archive books are used by external providers (Suffolk County Council, Ofsted, Diocesan Support, Siams Inspectors) to provide evidence about the progress children are making with their learning. Archive work can also be used as evidence of curriculum coverage and as evidence for the quality of staff feedback to children.

'Kept' children

Three children per year group are identified as 'kept' children for these purposes. This means that their work is archived for the full seven years from Reception class. Children are identified within Foundation stage. Care is taken to ensure that over time there is cross representation of gender, ability and level of advantage. 'Kept' children's work will be released in the eighth year from archiving.

Ofsted

Current Ofsted criteria expects an evidence base for demonstrating progress over time. Once an Ofsted inspection has taken place, any work stored prior to the previous inspection will be released from archive. Exceptions to this are for 'kept' children' (released in the eighth year), and where inspections take place within two calendar years. At any one time, not less than two year's work should be archived.

Release from Archive

Following discussion from parents and in consultation with staff, books released from archive will be offered to parents for collection. Parents whose children will have left the school prior to archive release will need to confirm in writing that they give permission for their contact details to remain in school. Children from families who are still on roll will be contacted in the normal way. Any work not collected by the date given, or for whom the school has no valid contact, will be recycled.

Reviewing the policy

The school will review this policy every three years.

Signed: Chair of Governors

Signed: Headteacher

Date of next planned review Autumn 2020