

Cavendish Church of England Primary School



Archive Work Policy

Signed on behalf of the Governing Body	
Signed: Headteacher	
Date:	Autumn 2020
Date to be Reviewed:	Autumn 2023

Our Vision

In our school our Christian vision shapes all we do.

Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

Our School Vision Statement reflects this commitment as children and staff are taught to challenge inequality, prejudice, bullying and harm; to respond with compassion and sensitivity to individual need and to respect the rights of all individuals to be safe and nurtured within God's world.

We encourage children to respond creatively to internal and external challenges in life, with compassion for others, including consideration for creation and the planet itself. Thus we show how to live justly and with a pure heart, reflecting the teachings of Jesus and God's love within our school environment.

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 raised 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.

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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.

Covid-19 addendum

The school adheres to national and county guidelines regarding safety measures implemented to manage use of school premises in line with our Covid-19 risk assessment. This may impact on the ability of families to come on site to view children's work and on the frequency with which current work is able to be sent home.

Release of archived work remains unchanged.