KEY FACTSHEET 1

How and where to find out more about your school

This advice is for teachers, and is adaptable for pupils.

What records and archives does your school hold?

You could ask the Headteacher, School Office staff, School Librarian, History and Geography Departments. Check out the school’s website, and the internet.

You could ask the local council record office if their archives hold school log books, registers, local newspapers, local photographs.

Are there any themes that are emerging that could be investigated further? e.g: school discipline, sports, uniform, attendance, girls’ education, subjects taught and how they were taught, school dinners, what happened during the World Wars.

Oral interviews with ex-pupils

Interviews with previous students can be recorded, with notes written down. (You might find some older ex-pupils through your local Pensioners Forum.)

An interview sheet should be used in order to prepare appropriate questions and record answers that can be compared with others in the project. This should be done after you have found some basic details about the school’s history. (See My School in the Past 3).

Useful advice about oral history can be found at http://www.oralhistory.org.uk

Searching for people

If you want to search for information on founders, headteachers, past pupils, you could check on the Public Records website http://publicrecordschecks.com/ where you should “find all the public records you want, including background records, marriage records, court records, death records, genealogy records, vital records, criminal records, estate records and much, much more...!”

The National Register of Archives might also be worth searching for famous individuals.

Using Census information. This has information on people, households, customs, etc from 1801 http://www.ukcensusonline.com/

The 1911 pages has detailed information about the period. http://www.1911census.co.uk/

Make a chart with the pupils showing the available evidence about their school and where they can find it.