

# SURLINGHAM PRIMARY SCHOOL

Head Teacher: Catrin Parry-Jones



Walnut Hill, Surlingham, Norwich NR14 7DQ Tel/Fax: 01508 538214  
E-mail: [office@surlingham.norfolk.sch.uk](mailto:office@surlingham.norfolk.sch.uk) Website: [www.surlingham.school.co.uk](http://www.surlingham.school.co.uk)

## **SURLINGHAM SCHOOL POLICY STATEMENT** **RECORDS OF ACHIEVEMENT AND EXPERIENCE**

“Surlingham C P School aims to guide the individual child to the full achievement of his or her educational potential and to the development of a high level of social and personal skills within a small, caring and open community where all members are respected and valued.”

### AIMS

1. Each child will have a positive record of their achievement and experience while at Surlingham School.
2. Children, staff and parents will contribute to this record.
3. The Record of Achievement and Experience becomes the property of the child and its parents.

### ORGANISATION

1. Children will be encouraged to select samples of their work during the year to be stored in their folder (maximum of one per term).
2. Children will be encouraged to assess their performance (by making fair comments on their work, both written and verbal) and to gradually understand and value their achievements.
3. Staff will select samples of work that show a wide range of curriculum experience (a max. of one per term).
4. Parents will be encouraged to contribute evidence of out of school activities through prepared home activity sheets and informal parent/teacher discussions.
5. Yearly reports, admission and reception forms, test results, self-esteem forms, and information about any extra support the child receives will be included to give the fullest possible ‘picture’ of their development.
6. The Record of Achievement and Experience will be presented to the pupil on leaving Surlingham School.

Revised February 2000