

Tyne and Wear Archives Service Education Policy

Introduction

Tyne and Wear Archives Service has made a commitment to promote the educational use of the records in a world of life long learning. This policy sets out what the Archives Service will do to help teachers and learners of all ages.

The Archives Service will

- Raise awareness within the community of the Archives Service and its purpose.
- Encourage all Archives staff to value the educational use of the records.
- Improve the quality of education for learners of all ages through the appropriate use of archives.
- Promote the Archives Service as a venue for formal and informal learning.
- Introduce teachers and learners to the Archives search room finding aids and guide them to an appropriate range of records.
- Help teachers select and copy documents appropriate for the age and ability of their students.
- Help teachers select documents to support the National Curriculum or an examination syllabus.
- Maintain and expand the Education Room resource bank of pre-copied material on popular themes.
- Publish short runs of material on popular themes or issues.
- Prepare material for publication online.
- Provide in-service training for teachers (INSET) in collaboration with LEA advisers and individual schools.
- Provide training student teachers in collaboration with local universities and other training agencies.
- Work with teachers in their classrooms demonstrating teaching materials and ideas for learners of different age ranges.
- Offer a pro-active service, giving a balanced response across the county.
- Promote group visits to the Archives Education Room.
- Offer advice and support for Archives' users by telephone, mail, e-mail and in person, most commonly at the feasibility stage of research.

- Promote cross-sectoral links between the Archives and a variety of outside organisations.
- Promote and encourage good practice in the use of archives amongst potential educational depositors of records.
- Monitor visits to the Archives Service and changes in the level of provision.

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