

Policy for storage, use, collection and disposal of students' work

Purpose: To ensure that students' work is stored appropriately, used correctly, collected by students at the correct time and disposed of correctly.

Storage: The College has a responsibility to keep students' work in a safe place within the classrooms and to ensure that all work is kept neat. Students have a drawer for storing work that they will share with up to 3 other students.

Display and Exemplar Material: The College retains the right to mount and use students' Art and Art Textiles work or copies of the work for display purposes throughout the College and, on occasion, outside of the College. Work or copies of the work may also be retained by the College and mounted as required and used as exemplar material within the classroom and for teacher moderation and training purposes.

Work or copies of the work may also be retained by the examination board and used as exemplar material for training purposes; in this case we will be notified by the examination body when work can be collected by the students.

Collection of Work at KS3:

Art: Students can collect their sketch books in January of Year 8. Students who continue with Art for GCSE will need to keep their sketch books in College to go along with their portfolio of work.

Design & Technology: Those students who have paid for their product can take it home at the end of the rotation.

Collection of Work at KS4 and KS5:

Art and Art Textiles: All work not required by the College or the examination board may be collected, by arrangement with their class teacher, in January following the examination, provided the marking has been verified by the examination board and the College exams officer. Arrangements can be made by phoning the College. If students need their portfolios in preparation for interviews, they can be collected from College and returned once the interview has taken place.

Construction: Students who pay for their product can take their work home at the end of the unit.

Resistant Materials: Students who pay for their product can take their work home when the requirements of the examination body have been fulfilled.

Disposal of students' work: If students fail to collect their work by the end of January, the College will use the work for display purposes, for exemplar material or it will be disposed of.

Communication: When students are introduced to the subjects in KS3 or to the courses at KS4 they will have the policy on storage, use, collection and disposal of their work explained by their class teacher. They will be required to sign to give their permission that their work may be mounted and retained by the examination board or by the College for display, demonstration or training purposes.

A letter will be sent home to parents outlining the agreement that the students have signed, together with some information about the course and a copy of the policy. They will be asked to sign to acknowledge receipt of this information and copies of these acknowledgements will be kept by the class teacher.

A copy of this policy will be available on the College website and also in the Art and Creative Technologies handbook.