



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

The English School Archives Policy

The English School

The person responsible for Policy	The Board of Management Secretary, The Main Office Personnel, The Marketing Coordinator and Alumni Coordinator
Ratified by	SLT
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The English School Archives Policy

Archives Mission Statement

The English School Archives serve as the guardian of the school's collective memory. Established to preserve materials relating to the school's history, the Archives aim to support educational, cultural, and charitable initiatives while maintaining their role as a valuable resource for both professional and private research.

Aims

The Archives aim to preserve, support, and provide access to materials that document:

- The School's foundation and development.
- Records of past staff and students.
- Academic records (e.g., prize lists, examination results).
- Co-curricular and sporting achievements.
- School inspection reports.
- Publications, photographs, and news cuttings related to school events.

Additionally, the Archives welcome the donation of relevant materials from external sources, provided these conform to the aims listed above and include full copyright transfer.

The Archives will accept:

- Records and minutes of alumni and affiliated societies.
- Memorabilia, such as past school uniforms or event programs.
- Historical photographs and media documenting school life.
- High-quality recordings of school performances.

The Archives will not accept:

- Material unrelated to the School.
 - Documents solely focused on individuals associated with the School without broader historical relevance.
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Access

The Keepers of the Archives (The Board of Management Secretary and Main Office Secretary) welcomes inquiries and visits from both the school community and the general public, subject to the following guidelines:

- **Requests for Archival Searches and Information:**
Requests must be submitted in writing via email to info@englishschool.ac.cy.

- **Visits to View Archival Material:**
 - Visits must be arranged in advance by email. Walk-in visitors will be accommodated only in exceptional circumstances.
 - Visitors must provide proof of identity and sign in at Reception for safeguarding purposes.
 - Access to sensitive or recent material may be denied or referred to school authorities.
 - Visitors are required to follow all rules for handling archival materials.

 - **Copies of Archival Material:**
 - Copies of paper and digital materials (including images) can be provided, subject to copyright law, the condition of the originals, and a maximum of 10 pages.
 - All requests for copies require the completion of a request form.
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Accessions

The Archives are happy to receive donations that align with their mission and aims, provided these:

- Include full copyright and legal rights transferred to the School.
- Do not duplicate existing materials.

The Archives do not accept loans but may occasionally purchase significant materials. Potential donors must contact the Keeper of the Archives in writing before sending or delivering items.

For further information or to make a request, contact us at:

Email: info@englishschool.ac.cy

Together, let us preserve the legacy of The English School for future generations.