



The Heritage Family History School Records Project

Information Sheet 4: How to Research Your Own School

School Records

Most primary schools will have school records created by the school staff over the years. These may be kept at the school or may be at the local record office. You will often find that the earlier records will be at the record office and later ones at the school. Check the dates of any records you have in the school to see how far they go back.

How to locate school records in a record office

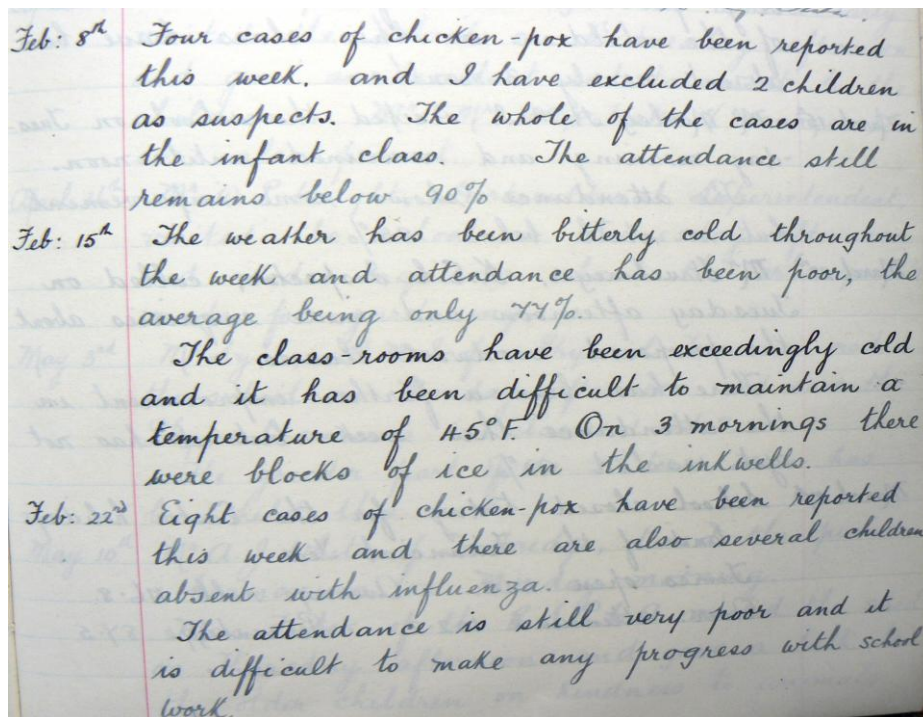
Your local record office should have its own website. Use an Internet search engine to find your local record office. Try searching with the name of your county and “Record Office” or “Archives”

You will find many record offices have an online catalogue on which you can search for relevant school records. Alternatively your teacher can email or telephone the archives

What sorts of school records could you find?

Diaries and logbooks.

These may date as early as 1840 but there should be a school logbook for every school from 1863 if it has survived. The logbooks were usually kept by the head teacher and will daily record events in the schools life. They cover a wide range of subject but will usually tell you who the teachers were in the school at different times, how many children attended school, how children did in their lessons, which children got into trouble and any serious illnesses that affected the children. Depending on their date, they will note world events that had an effect on the school – notably the two world wars. Many schools had to cope with the arrival of evacuees during world war two or the pupils themselves were evacuated to safer locations away from bombing.



Extract from a school log book

Admission registers.

These contain details of when children joined the school (admissions) and will note when they left the school. You will usually find details of the children's parents, ages and addresses, details of any employment they obtained on leaving school and sometimes extra information about a child or family – such as “left this day – the family are to go and live in Liverpool”. Admissions books

can be found from 1880 but occasionally as early as 1862. The four images below show you extracts from an admissions register.

Take a look at the headings of the first and third images below to see what information you can learn from the books. Then look at images 2 and 4, which show corresponding entries for some of the pupils. Work out which heading in image 1 matches the information in image 2. Then do the same for images 3 and 4.

ADMISSION NUMBER	DATE OF ADMISSION RE-ADMISSION			FULL NAME OF CHILD (SURNAME TO BE ENTERED FIRST)	DATE OF BIRTH			EVIDENCE OF AGE *	ADDRESS	NAME OF PARENT OR GUARDIAN	IF NOT PARENT, WHAT RELATION TO GUARDIAN
	D.	M.	Y.		D.	M.	Y.				
				Phillips Ernest Frank	10	6	1907		Lily Vale, Smeeth do do	Frank Phillips do Thomas A. Axford	

1694	10	12	1917	Grown's Henry Horace	18	4	1907		Wellington Cottage, Sellindge	Hor Horace Grown	
1695	7	1	1918	Chapman Eva May	1	6	1906		Harringe Cottages, Sellindge	Kate Chapman	
1696	15	1	1918	Stanley Edith	29	1	1906		Harringe Cottages, Sellindge	Cissie Keeler	Sister
1697	16	1	1918	Cannon George	31	3	1905		Grove Bridge, Sellindge	Fred Cannon	
1698	16	1	1918	Cannon Nilda	26	10	1908		do do	do	
1699	16	1	1918						do do	do	

WHAT EXEMPTION (IF ANY) IS CLAIMED FROM RELIGIOUS INSTRUCTION	NAME OF LAST SCHOOL	PARTICULARS OF LEAVING THIS SCHOOL			REMARKS	
		DATE OF LAST ATTENDANCE D. M. Y.	CAUSE OF LEAVING			NATURE OF EMPLOYMENT, or name of the school or Institution to which transferred
			State in particular: whether (1) For employment on exemption, (2) To attend Secondary Schools, (3) To attend other Institutions.			

	Blair C of C	19	6	1920	moved to Folkestone	
	Lympne C of C	28	11	1917	sent to Cottage Homes	
	Sydney St. St. F'stone	23	1	1918	returned to Folkestone (3)	Sydney St Council, F'stone
	Olham C of C	16	4	1917	Employment - 14 yrs old	gardening
	Stanford C of C	6	2	1920	moved to Brabourne	Stouwing C of C

Punishment books.

These list all those punished, the punishment given and the nature of the misdemeanour (what the child had done wrong). Remember that in those days punishments were much harsher than today and included corporal punishment. Corporal punishment is no longer considered appropriate – chat to your teacher about why this is.

Published school histories.

Although it is usually only well-known schools which have a published history, you may find smaller schools mentioned in parish publications perhaps issued to celebrate a special event in the parish or nationally. Ask local residents or the local history society if there is one.

School Administration Records.

You may find that there are records relating to the funding of the school at the local record office. Check their online catalogue if they have one or contact them by telephone.

Maps and Photographs

Maps and photographs are very good ways of researching your school to see how it used to look compared to how it looks now– **see Information Sheet 3 - Maps, Photographs and Directories.**