



## Exercise Book Policy 2019 – 2020

### PRINCIPLES OF THE EXERCISE BOOK POLICY

The exercise book is a useful tool which can enhance the learning experience for pupils when it is used appropriately with a range of other teaching and learning strategies. Pupils demonstrate progress using the exercise book and teachers can use it to identify specific areas which are in need of development. A common approach towards the most effective use of an exercise book is an integral part of the drive towards sustained school improvement in effective teaching and learning.

### AIMS OF THE EXERCISE BOOK POLICY

- To inform staff of expected good practice with regard to appropriate use of exercise books.
- To share best practice in effective exercise book use that will facilitate effective planning and assessment.
- To clarify the purpose of an exercise book and make explicit what an exercise book should not be used for.
- To ensure a consistent approach across the school regarding the presentation of work.
- To ensure a consistent approach across the school regarding the outward appearance of the exercise book and the location of the target stickers.

### THE PURPOSE OF AN EXERCISE BOOK

- To provide formative feedback to pupils so they can make sustained progress.
- Provide a record of the learning and progress.
- It may be used as a revision tool.
- It facilitates communication between the teacher and pupil.
- It is where the pupil can demonstrate their skills, knowledge and understanding.
- An assessment tool (formative but also summative in some cases).
- Develop literacy skills, use of full sentences and appropriate key words or phrases.
- In some cases, the exercise book can be used to make notes and develop note taking skills.
- It is not intended that pupils will copy work into the exercise book as this does not engage pupils in the learning process.
- Pupils should not copy learning objectives outcomes into their exercise books.

### THE EXERCISE BOOK MAY CONTAIN

- Keywords
- Completed tasks
- Literacy and numeracy evidence
- Formative feedback
- Homework activities
- Worksheets
- Self / Peer Assessment / DIRT

## **THE PURPOSE OF WORKSHEETS**

- To provide support for pupils
- For notes and so prevent the need to copy from board
- Activities to consolidate learning
- Assessment tasks
- Writing frames
- Keywords
- Assessment criteria
- Diagrams to aid understanding of a topic
- Model answers
- AFL Grids
- Success criteria

## **EXTERNAL APPEARANCE OF THE EXERCISE BOOK**

- Books should be A4/A5 and should be the same across the department unless teaching and learning strategies determine otherwise.
- The front should indicate the pupil name, form, class teacher and subject.

## **THE INTERNAL LAYOUT OF AN EXERCISE BOOK**

- A new piece of work should either be completed on a new page or beneath a previous piece of work with a straight line underneath indicating a new piece of work.
- Written work be completed in blue or black ink.
- Diagrams and graphs should be completed in pencil using a ruler for straight lines.
- The date should be written in words on each new piece of work i.e. Friday 25th September 2019.
- Mathematics and Science may wish to use numerical forms to help build skills of numeracy e.g. dd/mm/yy
- The date and title should be underlined with a ruler.
- There should be a margin on left.
- The top left corner should indicate the work is homework or classwork (not abbreviated to c/w or h/w).
- The target sticker should be on the inside front cover followed by student versions of the exercise book policy and marking policy.
- Worksheets should be stuck into exercise books in chronological order so that they record the learning progress.