

Policy on Documenting Learning in Exercise Books

Aim High, Learn Together, Feel Proud!

1 Introduction

1.1 At Westbrook School, we ~~will~~ take a professional approach to the recording of learning and giving feedback on it. All children are entitled to regular and comprehensive feedback ~~on~~ to support improvements and celebrate successes in pupil learning. Therefore, all teachers will mark learning and give feedback (including written and / or stamps in exercise books) as an essential part of the assessment process.

2 Rationale

Documentation of pupil learning in writing serves several purposes at Westbrook Primary School i.e. providing opportunities for pupils to consolidate learning completed during learning activities and for teachers /staff assisting to assess the level of understanding in relation to the learning intention set for that particular lesson. Recording what has been learnt previously and referring to this enables opportunities to build upon known information and skills and to develop these further during subsequent learning activities.

3 Aims and objectives

3.1 Children to record their learning through writing and illustration in the books / folders appropriate to the lesson being taught.

Children document their learning in order to:

- show that we value the children's contributions, and encourage them to value it too;
- boost the pupils' self-esteem, and raise aspirations,
- give the children a clear picture of how far they have progressed in their learning, and how they can improve their work in the future;
- offer the children clear evidence on the extent to which they have met the lesson objective
- promote self-assessment, whereby the children recognise their difficulties, and are encouraged to accept guidance from others;
- demonstrate progress over time and across year groups
- provide regular opportunities for summative and formative assessment to gauge the children's understanding,
- provide the ongoing assessment that should inform the future lesson-planning carried out by the class teacher

EQUAL OPPORTUNITIES

All pupils should be given the opportunities to document their learning in writing or images on a regular basis. Teachers should ensure that all pupils have access to appropriate resources to enable them to document their learning in an effective and purposeful manner.

When using resource materials, staff should ensure that the range of materials displayed show a positive representation of gender, race, culture, faith and people with special needs.

Pupils with a Special Educational Need (SEN) e.g. Visual Impairment (VI) or with EAL should be given the appropriate support and resources to document their learning where necessary (adaptive teaching).

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RESOURCES

Exercise books and folders where children will document their learning are located in the cupboards opposite the stairs leading to the staffroom. All staff will be responsible for ensuring that they collect the necessary books and folders for their class and informing the relevant Phase Leader when stocks run low. Staff are requested to not stockpile exercise books in their classroom cupboards so that Phase Leaders are able to accurately monitor the number of books in stock.

Implementing the 'documenting learning in exercise books' policy

Exercise book guidelines:

- Exercise books will display the school logo of the front cover
- Labels detailing the pupil's full name, class, curriculum subject and teacher's name will be stuck to the front cover (template for labels available in the Staff Shared folder on Google Drive)
- Labels should be stuck on to the front cover, level with the border
- All exercise books will be covered with plastic covers provided at the start of the year when necessary i.e. when new exercise books are being introduced or if the existing cover is damaged
- A4 envelope wallets / folders will be used to store learning recorded on worksheets e.g. French (KS2 only), DT and computing
- Art learning recorded on sheets e.g. Knowledge Organisers and End of Unit Reflections will be stored within the DT folder (at the back) in a plastic pocket rather than in the sketchbook itself which will remain for pupil art work only.
- A4 envelope wallets / folders will be labelled with the pupil's full name, class, curriculum subject and teacher name will be stuck to the front cover (template for labels available in the Staff Shared folder on Google Drive)
- Children will be encouraged to record images and diagrams on plain pages in specific books e.g. humanities and science
- Children will use the exercise book until completed even if this spans two different year groups. This will facilitate monitoring of progression across year groups across the school. It will also enable children to refer back to their prior learning and make those valuable links
- Teachers All staff will make expectations regarding presentation in exercise books explicit and ensure that children take care of their books (see policy on presentation)
- Exercise books will be stored in classrooms on the shelves provided

Details of documentation resources for each curriculum subject are outlined in the table below:

Curriculum Subject	Colour of book / folder	Book / folder size	Key Stage 1	Key Stage 2
Mathematics	orange book	A4	Year 1 – 20mm squared Year 2 - 10mm squared	Year 3 – 10mm squared Years 4, 5 & 6 - 7mm squared
English	red book	A4	Year 1 12mm lined Year 2 8mm lined	8mm lined
Big Write	purple book	A4	Year 1 12mm lined Year 2 8mm lined	8mm lined
Portfolio (writing)	light purple book	A4	Plain	Plain

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Destination Reader	beige book	A4	Year 2 8mm lined	8mm lined
Science	blue book	A4	Year 1 12mm lined / plain Year 2 8mm lined / plain	8mm lined / plain
History / Geography	gold (yellow) book	A4	Year 1 12mm lined / plain Year 2 8mm lined / plain	8mm lined / plain
Art	black sketchbook	A4	Plain	Plain
RE	dark green book	A4	Year 1 12mm lined Year 2 8mm lined	8mm lined
PSHE	light blue book	A4	Year 1 12mm lined Year 2 8mm lined	8mm lined
Handwriting	purple or red (dependent on age)	A5	Red Bk (Red / blue guidelines)	Purple Bk (Red / blue guidelines)
Spelling	blue book	A6	Lined	Lined
DT	yellow folder	A4		
Computing	blue folder	A4		
French (KS2)	red folder	A4	N/A	

5 Monitoring and review

5.1 We are aware of the need to monitor and update the school's *Documenting Learning in Exercise Books* policy on a regular basis, so that we can take account of improvements made in our practice. We will therefore review this policy in two years, or earlier if necessary.

Policy agreed June 2024

Review date: June 2026