

Westbrook Primary School - Policy on Documenting Learning in Exercise Books

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 tasks of marking work and giving feedback on it. All children are entitled to regular and comprehensive feedback on their learning. Therefore, all teachers will mark work and give feedback 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 work, 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 our future lesson-planning

EQUAL OPPORTUNITES

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 genders, races, cultures, faiths and people with special needs.

Pupils with special educational needs or with EAL should be given the appropriate support and resources to document their learning where necessary.

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

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collect the necessary books and folders for their class and informing the welfare assistant if stocks run low.

Implementing the 'documenting learning' 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 name will be stuck to the front cover (template for labels available in the Staff Shared folder)
- Labels should be stuck on level with the border on the front cover of the book
- Exercise books will be covered with plastic covers provided at the start of the year
- A4 envelope wallets / folders will be used to store worksheets
- 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)
- Children will be encouraged to record images and diagrams on plain pages in specific books
- Children will use the exercise book until completed even if this spans two different year groups. This will allow easier monitoring of progress
- Teachers 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	10mm squared	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	Light purple book	A4	Plain	Plain
Destination Reader	Beige book	A4	Year 2 8mm lined	8mm lined
Science	Blue book	A4		
History / Geography	Gold book	A4	Year 1 12mm lined Year 2 8mm lined	8mm lined / plain
Art	Black Sketch	A4	Plain	Plain
Handwriting	Purple	A5	Red / blue guidelines	Red / blue guidelines
Spelling	Blue book	A6	Lined	Lined
Home-learning	Green book	A4		
DT / Computing	Blue folder	A4		
PSHCE / RE	Green folder	A4		
French	Red folder	A4	N/A	

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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 2019

Review date: June 2021