The Ferndown Way - Beautiful Books

- Students are to present their work in books, A4 ring binder files or A4 lever arch files. No wallet style folders.

- Students using files should include file dividers, staff to direct students to ensure dividers are used appropriately.

- Work should be given an appropriate title per topic and labelled as classwork or homework.

- Assessed work should be clearly visible in a separate assessment book/ file or in a separate, and clearly labelled, divider in the file.

- There is no requirement to tick and flick work to acknowledge it's existence.

- The measure that teachers have monitored students work will be through students making progress or when questioned students can confirm the quality of verbal feedback they have received.

- Peer marking should be used where appropriate as a means of feedback. Where students have marked each others work, this should be clearly shown with the markers name.

- When handouts are used these should be stuck in books rather than left loose. Stuck sheets should not be folded.

- Books/ files should show student reflections including: 'WHILT' (what have I learnt today)/WWW + EBI/'next time I will'.

- Key words/ subject terminology should be identified and defined.

- Teachers should set a minimum expectation of work in a lesson and students should be monitored and challenged to ensure that this expectation is reached.