

Katoomba High School

Student Work Books, 2006

In general, exercise books are used by junior students, many of whom graduate to loose leaf systems in the senior years.

Student work books tend to be for class work. They are to be assessed within the context of assessment programs which ensure close marking and assessment of student outcomes through assessment tasks, projects, performances and practical work.

Expectations of Students' Work Books

Student work books will:

- have serviceable covers and binding which is designed to last for 12 months of classroom use
- contain subject course outlines provided at the commencement of each course
- contain explicit faculty expectations for assessment, learning, and quality/presentation of book work at the commencement of course work
- commence each lesson's work with a heading and a date
- include pages for subject vocabulary and students' corrections of marked errors which will be checked and initialled by teachers at least once per term. Each unit of work may commence with a Unit Outline.

Integrated into student work will be:

- Explicit teaching, learning and assessment of Text Types relevant to skills and content being taught
- KHS Literacy and Numeracy Targets and strategies
- Spot marking and student correction of spelling and grammar

Marking and Assessment:

- Evidence of teachers' sighting of each page will be provided by ticks and/or teachers' initials
- Regular marking will be evident from some close marking, teachers' comments, and evidence that marked work, completeness of work and homework has been followed up. (All assignment, project and assessment tasks which are polished and published student work will be closely marked with explicit teacher feedback provided).
- Over the time of a course, evidence of self/peer and group assessment will appear in students' work books
- Homework, consistent with the 2005 KHS Homework Policy, will be set, marked and followed up in every subject, once per cycle, for every student.

This policy was developed and adopted through discussion and advice at KHS Executive, Staff and P&C meetings during Terms 3 and 4 of 2005.