



THE ARUN VILLAGES FEDERATION

Enabling every child to thrive and succeed

St James Primary School

Exercise Book Policy

Aims

- To ensure continuity and progression for pupils
- To maintain sufficient evidence of children's achievement and progress over time
- To maximise resources and reduce carbon footprint

Exercise books should be a source of pride for the children reflecting their care and effort and progression over time. Expectations for presentation and handwriting will be of the highest standard possible, showing improvement throughout their primary school career. Exercise books will be seen as a demonstration of our values-led learning particularly showing respect and positivity.

Agreed procedures:

- All exercise books are passed up to the next teacher and used until full. Sketchbooks, Music Notebooks and Writing Journals will go through the school with the child and may be taken home at the end of Year 6. (see finished books section below)
- All exercise books have a printed label with the child's name and subject on and will be covered in clear plastic. Book labels will identify with a number
- Reception – Phonics books, Maths books (1cm squared), Learning Journal, Writing Journals, RE book (although some recording will be on Tapestry) and handwriting books. Sketchbooks and Music Notebooks will be in place from Reception.
- Phonics books will be passed on to the Year 1 teacher but the expectation will be that these will stop being used by the end of Year 1 when they finish the phonics programme.
- All children from Years 1 to 6 will use A4 books for discrete subjects in order to be able to show progression and the learning journey in each of these. The books will be :
 - English (to include grammar and writing);
 - Guided Reading;
 - Mathematics - Maths books will have 1cm squares for children in Year 1 to 4; 7mm squares will be used in Year 5 and 6 (subject to individual needs);
 - RE;
 - RHE;
 - Science;
 - Humanities – Geography and History;
 - Handwriting book (Year 1 and 2St; Years 3 – 6)

- DT Scrapbook -
- Computing will be recorded and saved digitally wherever possible.

Finished books:

- All books are used until they are full and kept in school for the remainder of the school year.
- Four pupils are selected from each class – TWO who are ACHIEVING AGE-RELATED EXPECTATIONS AND TWO WHO ARE EXCEEDING THEM. All core books for these children are kept until the year after they leave the school, and are then returned. The selection of a pupil is discussed with the child and their parents, and opportunities made for them to look at the work on a regular basis. Children are chosen who are unlikely to move away from the area, and ideally who have younger siblings coming through the school so that contact with the family will be maintained.
- Any books may be taken home at the end of the school year in which they have been completed.
- Books are not taken home until the current class teacher is satisfied that they have no further need to refer to them.
- When an Ofsted inspection is imminent, all books may be kept until after the inspection.

MONITORING AND EVALUATION

The policy will be regularly monitored and evaluated by slt and changes will be made where necessary in response to feedback from stakeholders and/or changes to national or local expectations (e.g. Updated Ofsted frameworks.) It will be available for parents and governors to view via the GVO and school websites.