

Copy Book Look Policy – HOD's will check on:

- Copy books are mandatory and standardised across all departments.
- There will be a marking monthly cycle evidenced with a self, peer and a teacher assessed piece of work marked with next steps and reflections
- Frequency of teacher marking and feedback
- Evidence of personalised Feedback
- Use of department smart marking target sheets for self, peer and teacher feedback
- Evidence of self-assessment
- Evidence of peer assessment
- Evidence of pupil response and smart target setting
- Neat and well-kept copy books
- Parent signature contracts

Assessment folder Policy

- Assessment folders are mandatory and standardised across all departments.
- The MYP/DP tracking sheet must be in the assessment folder
- Second formative and summative assessment will be filed into the assessment folder
- Teacher marked work is evidenced here with personalised feedback on SIRA sheets
- Evidence of pupil response and smart target setting
- Neat and well-kept assessment folders
- It must be mandatory practice that assessment folders are kept in school but used in lessons on a frequent basis so that students are well aware of their next steps