St. Philip Howard
CATHOLIC VOLUNTARY ACADEMY

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Catholic Multi Academy Trust

Exercise Book Policy 2026 – 2027

PRINCIPLES OF THE EXERCISE BOOK POLICY

The exercise book is a useful tool which can enhance the learning experience for pupils when it is used appropriately with a range of other teaching and learning strategies. Pupils demonstrate progress using the exercise book and teachers can use it to identify specific areas which are in need of development. A common approach towards the most effective use of an exercise book is an integral part of the drive towards sustained school improvement in effective teaching and learning.

AIMS OF THE EXERCISE BOOK POLICY

- To inform staff of expected good practice with regard to appropriate use of exercise books.
- To share best practice in effective exercise book use that will facilitate effective planning and assessment.
- To clarify the purpose of an exercise book and make explicit what an exercise book should not be used for.
- To ensure a consistent approach across the school regarding the presentation of work.
- To ensure a consistent approach across the school regarding the outward appearance of the exercise book and the location of the target stickers.

THE PURPOSE OF AN EXERCISE BOOK

- To provide formative feedback to pupils so they can make sustained progress.
- Provide a record of the learning and progress.
- It may be used as a revision tool.
- It facilitates communication between the teacher and pupil.
- It is where the pupil can demonstrate their skills, knowledge and understanding.
- An assessment tool (formative but also summative in some cases).
- Develop literacy skills, use of full sentences and appropriate key words or phrases.
- In some cases, the exercise book can be used to make notes and develop note taking skills.
- It is not intended that pupils will copy work into the exercise book as this does not engage pupils in the learning process.
- Pupils should not copy learning objectives outcomes into their exercise books.

THE EXERCISE BOOK MAY CONTAIN

- Completed tasks
- Evidence of Literacy and Numeracy
- Formative feedback
- Homework activities
- Worksheets
- Self / Peer Assessment / DIRT

- Key Skills, Knowledge and Key Terms

THE PURPOSE OF WORKSHEETS

- To provide support for pupils
- For notes and to prevent the need to copy from board
- Activities to consolidate learning
- Assessment tasks
- Writing frames
- Keywords
- Assessment criteria
- Diagrams to aid understanding of a topic
- Model answers
- AFL Grids
- Success criteria

EXTERNAL APPEARANCE OF THE EXERCISE BOOK

- Books/ Folders should be A4 and should be the same across the department unless teaching and learning strategies determine otherwise.
- The front should indicate the pupil name, form, class teacher and subject.

THE INTERNAL LAYOUT OF AN EXERCISE BOOK

- A new piece of work should either be completed on a new page or beneath a previous piece of work with a straight line underneath indicating a new piece of work.
- Written work be completed in blue or black ink.
- Diagrams and graphs should be completed in pencil using a ruler for straight lines.
- The date should be written in words on each new piece of work i.e. Friday 25th September 2019.
- Mathematics and Science may wish to use numerical forms to help build skills of numeracy e.g. dd/mm/yy
- The date and title should be underlined with a ruler.
- There should be a margin on left.
- The top left corner should indicate the work is homework or classwork (not abbreviated to c/w or h/w).
- The target sticker should be on the inside front cover followed by student versions of the exercise book policy and marking policy.
- Worksheets should be stuck into exercise books in chronological order so that they record the learning progress.