

Revised folder system Key Stage 3

From September 2007 the Department of English and Drama has introduced a new folder system for all students in years 7, 8 and 9. Students will be issued with the following;

One yellow A4 prep book
One loose leaf treasury folder (centrally stored)

The yellow prep book will contain information on the level at which your daughter is currently working, her targets, the teacher's marking comments, levels recorded from assessed work and rough work in preparation. The A4 size of the prep book means that it can double as a folder for transporting A4 sheets which will go into the treasury folder.

The key Stage 3 treasury folders are colour coded; blue for year 7, yellow for year 8 and green for year 9.

A programme of study at the front of the folder shows the long term plan for the curriculum your daughter will be following for the year. The date when the work was entered and the level awarded will be recorded. (This information will also be recorded at the back of the prep book so that parents are able to keep a close eye on their daughter's progress)

The folders will be available for inspection on the teacher's table at Parents' Evenings but any parent who wishes to view their daughter's folder may come in to school and do so by arrangement with the Head of Department.

The folders will be stored centrally so that the Head of Department can monitor the progress of each teaching group.

Marking at KS3

The Department follows the whole school policy on marking. At KS3 work will be marked in National Curriculum levels, however not every piece of work will bear a level. Teachers may be marking for one or two of the assessment focuses only. Our AFL (Assessment for Learning) policy means that the criteria against which the work is being marked should have been shared with the pupil from the outset. Marking comments should be formative as well as summative, giving the student clear feedback on what they have done well and what they need to do to progress. A vital part of AFL is peer assessment and there will be many instances when your child's work will have been marked by other students. Where this has happened, the marking will have been done in **green** ink and the teacher should have set clear guidelines on the criteria for marking. Peer marked work will be in the prep book only.

Copies of the Programmes of Study for years 7, 8 and 9 will shortly be available on the Department Website.