




06 September 2024

Dear Parent/Carer

Rooks Heath Quality Standards – Expected Standard of Work in Books

I am writing to let you know about our 'Rooks Heath Quality Standards' so that you can help us to maintain an excellent standard of work in your child's books throughout the year. We would like to encourage all students to take huge pride in their schoolwork, as we believe this leads to a strong work ethic and enjoyment of learning.

The Rooks Heath Quality Standards have been presented to all students across all year groups during assemblies during the last academic year and will be revisited again in assemblies and form time over the coming weeks. They consist of 10 main presentation points, listed below, and it would be fantastic if you were able to spot check your child's books to help us to ensure that they are following these presentation standards appropriately:



The Rooks Heath Quality Standards

Your books should be *immaculate...*

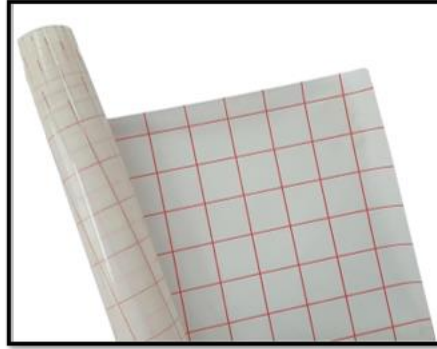
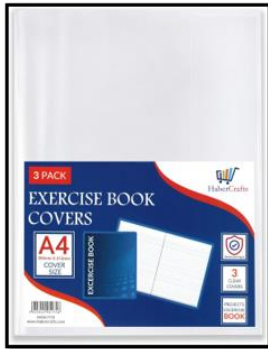
1. Title carefully written for every piece of work
2. Date for each piece of work
3. Date and title should be underlined with a ruler
4. Handwriting neat and legible
5. C/W or H/W written clearly in the margin
6. Use black or blue pen for writing
7. Use pencil for diagrams and charts/graphs
8. Use a ruler for all boxes, graphs, timelines, labelling, etc.
9. Always stick handouts and worksheets into your book.
10. Use red pen for self-marking and green pen for peer marking

In order to support students with the standards outlined above, they will need equipment in a pencil case including rulers, black and blue pens, glue sticks and pencils. Some subjects have specific requirements, such as a calculator and art equipment, and teachers will let students know about this on a subject-by-subject basis. An equipment list was shared at the end of last



term and can also be found on page 19 of the link book. We have a school shop that supplies pencil cases and basic equipment at a very reasonable price should students need it.

Students have also been asked to cover their exercise books, or to provide a wallet in which to keep each exercise book. This is to help keep the cover neat and tidy and to stop it from getting torn or frayed. This task will be set as a piece of homework in each subject at the beginning of term and students will be given a couple of weeks in which to complete this task, before all books are checked by staff. Please support your child in completing this task. Examples of possible resources that might be used for this task were shared with students at the end of last term and are shown below.



In each of your child's books there will be a 'progress tracker'. This is filled in by your child after each piece of assessed work and provides you and your child with an indication of how they are progressing in the subject. Please talk to your child about this regularly, where you see that it has been filled in. This provides you with an opportunity to congratulate your child if they are on track or talk to your child and/or the school if you feel they are falling behind in a particular subject.

As always, your support is most appreciated by the school as we work together to get the best outcomes possible for your children.

Yours faithfully,

Mrs J E Logan
Deputy Headteacher