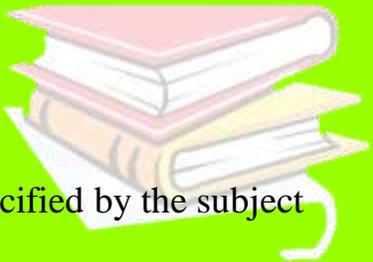
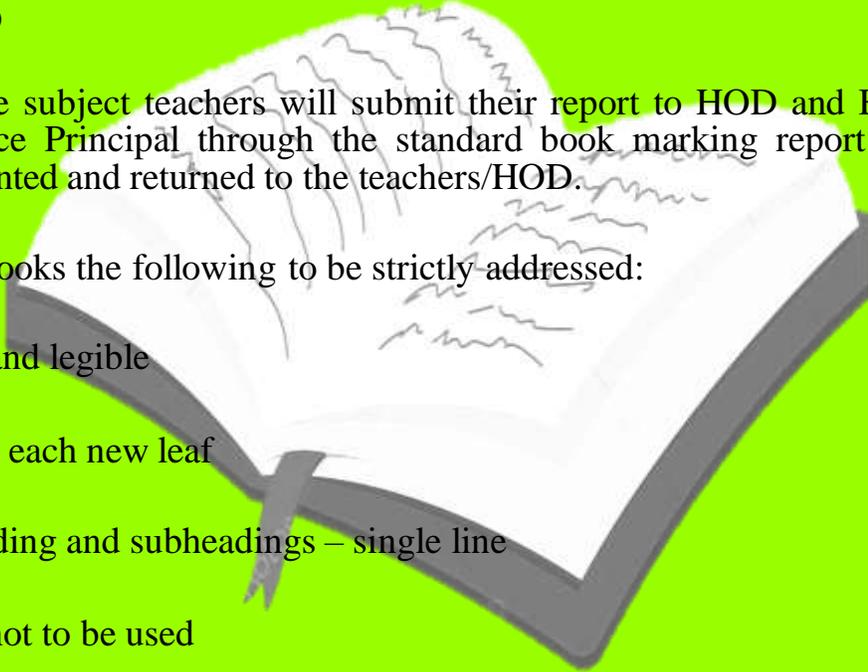
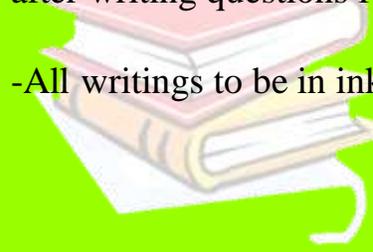
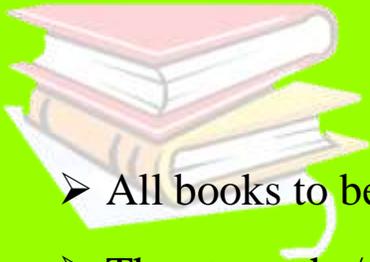


DUDLEY HIGH SCHOOL
EXERCISE BOOK POLICY



- All students to have the standard exercise books and specialist books as specified by the subject teachers
 - All books to be neatly covered with brown cover and cellophane with name tags [top right hand corner]
 - All exercise [note/activity/specialist] books are to be checked and signed with positive comments from the subject teachers within the cycle. [Each cycle is for 4 weeks]
 - A sample of not less than 8 books are to be checked at random from each form by the HOD after each book checking cycle – so that to ensure in a Term all students in a form have their book checked by HOD
 - After every cycle subject teachers will submit their report to HOD and HOD will submit their report to the Vice Principal through the standard book marking report forms which will be recorded/commented and returned to the teachers/HOD.
 - While marking books the following to be strictly addressed:
 - Writing to be neat and legible
 - Date – daily and on each new leaf
 - Underlining of heading and subheadings – single line
 - Correction fluid – not to be used
 - Diagrams neatly drawn and fully labeled
 - Underlining of specialist terms/jargons/abbreviations
 - Short notes in pencil/pen – evidence of discussion
 - Corrections – to be done and also checked
 - Activities to have headings **QUESTIONS** followed by **ANSWERS**. There should not be spaces left after writing questions for answers to be written. [This will vary with a specialist subjects like TD]
 - All writings to be in ink pen [either blue/black] and all drawings in pencil
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- All books to be marked with red ink pen
- The strengths/weakness and improvements needed is to be discussed in department meetings
- Any queries to the above are to be directed to the Vice Principal.

