

Stepney Green English Faculty – AS/A Level English Literature

Folder Audit

All your classwork, homework and revision must be in your folder.

It must be kept organised and tidy at all times.

You are required to bring your folder to every lesson – no exceptions or excuses.

If you forget two lessons in a row Ms. Johnstone will phone home to stress the importance of this.

Why is this important?

- It will make class work, AP and exam revision so much easier and less stressful if you can find things easily to help you do homework, independent work and revise.
- It will make it much easier for your teachers to find things and give you feedback on them. A teacher can withhold marked work and grades from you if they don't think it is going to be safely kept!
- At university and in jobs, you are expected to keep on top of things like this without any prompting – we are helping you learn to do this!
- Ms. Johnstone – or any other staff member who checks - also cannot prove you have done any work if they can't see it!
- If you think you are missing any work or resources, it is your responsibility to ask Ms. Johnstone for these ahead of any checks.

What are our expectations?

Every week:

- Ms. Johnstone will check your folder at the end of class to ensure everything **is filed neatly in chronological order** in the **right sections** and work is being **completed**.
- You will finish incomplete work or organize your work if needed ready to be checked the next day.
- **Failure to do this will result in a phone call home.**

The middle of each half term:

- You will submit your folder for a **full check on the below criteria**.
- "Unacceptable" on any aspect below will be **result in a parent meeting**.
- Actions will be agreed between us to rectify "Unacceptable" folders by a certain date.
- **If no improvement is seen you be referred to the Sixth Form pastoral team.**

HALF TERM 1 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

HALF TERM 2 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

HALF TERM 3 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

HALF TERM 4 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

HALF TERM 5 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

HALF TERM 6 Part of folder	Acceptable	Unacceptable	Action to improve	Due date	Improvement seen? Y/N
Course info					
Labelled file dividers					
Homework					
Hand outs / work sheets					
Written work					
Re-drafts					

How to organise your folders

Items within each section should go in order from oldest to newest.

Y12 Ring Binder

On the top: Tracking Sheet

Folder audit

Tab 1: Student Handbook which includes curriculum maps

Tab 2: Specification

Tab 3: AO2 – How Meaning Is Shaped

Tab 4: Guide to Academic Writing

Tab 5: Unseen Prose

Tab 6: The Great Gatsby

Tab 7: Othello

Tab 8: Pre-1900 Poetry

Tab 9: The Awakening

Tab 10: Unseen Poetry

Assessment Folder: Tracking sheet tagged in.

Y13 Ring Binder

On the top: Tracking Sheet

Folder audit

Tab 1: Student Handbook which includes curriculum maps

Tab 2: Specification

Tab 3: AO2 – How Meaning Is Shaped

Tab 4: Guide to Academic Writing

Tab 5: WW1 Poetry

Tab 6: WW1 Unseen Prose

Tab 7: All Quiet

Tab 8: My Boy Jack

Tab 9: Paper 1 Revision Booklet (you may wish to transfer everything from your Year 12 folder into this section too)

Assessment Folder: Tracking sheet tagged in.