

**Liverpool Archdiocese**

**Secondary Schools’ Partnership**



**Cardinal Heenan Catholic High School**

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| **Overview / Positive aspect of Sixth Form** |

**Folder and organisation check**

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| **Purpose** |

To improve students folders and preparation for examinations.

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| **What we did** |

Students were made aware that folders would be checked 3 times a year and give advice on how to separate work and ensure that all documents were filed correctly. This was done through form periods.

Staff were given a 2 week period in which to carry out an initial check with students in their classes and then a secondary check for those who needed to make improvements.

A tracking document was put on a shared document to be filled out as either red or green.

Students who were showing concerns across all areas were provided with additional support.

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| **Outcome/Impact** |

At first students were resistant to staff looking through their notes. However, staff have reported that students are much more organised for lessons and take more pride in the notes that they produce. Student feedback after the secondary folder check was much more positive.

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| **Related documents and links:** |