



# Year 12 & 13 Progress Book

Student Guide

# What is a 'progress book'?

You will have a progress book in all of your subjects. You will keep this book for your two years of study at West Derby Sixth Form.

The purpose of this book is to:

- Highlight areas of excellent progress in your subjects
- Allow teachers to provide you with high quality feedback and advice
- Allow you to make corrections to your work and feedback to your teachers
- Provide you easy access to important notes, essays and past exam questions

# The front cover.....

**WEST DERBY**  
SIXTH FORM

**TAKE PRIDE IN YOUR WORK**

NAME: \_\_\_\_\_  
SUBJECT: \_\_\_\_\_  
TEACHER(S): \_\_\_\_\_

**WHAT IS THIS BOOK FOR?**  
extended pieces of writing  
exam practice questions  
homework tasks  
providing feedback  
closing the gap

**KEY STAGE 5 PROGRESS BOOK**

TARGET GRADE:   
ASPIRATIONAL TARGET:   
UCAS TARGET:

**CORE AIMS OF YOUR SIXTH FORM**

Provide all students with character building experiences

Provide information, advice and guidance that matters now and in the future

Deliver lessons to allow you to achieve your full potential

Provide purposeful feedback to help improve learning

**Assessment Weeks:** 17/10/16 16/01/17 27/03/17

Here are some of the tasks you will use this progress book for.

You will record your target grades, including a UCAS points target here.

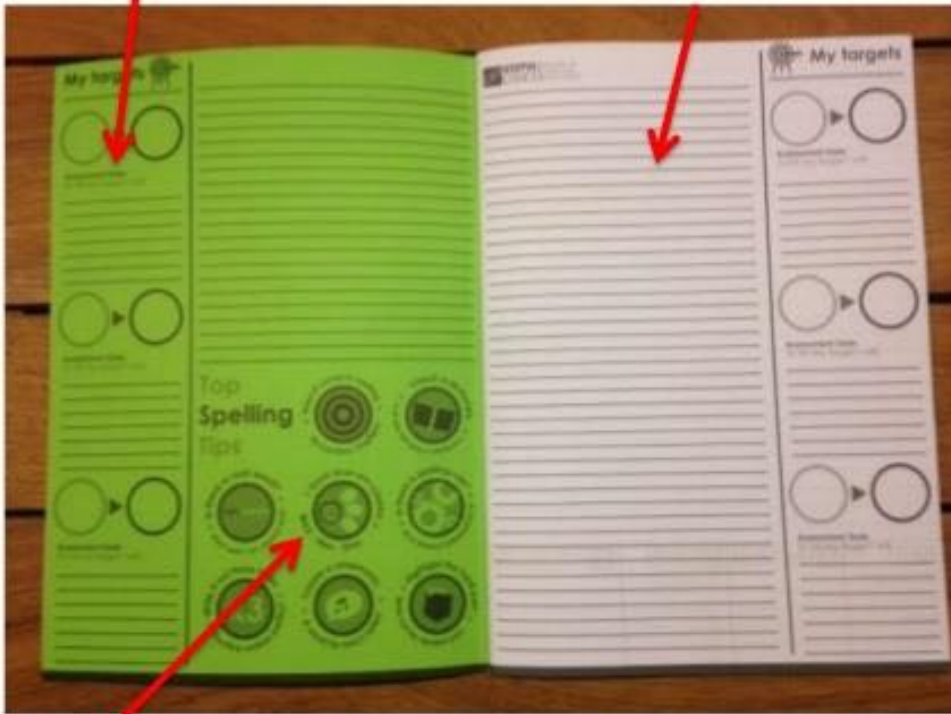
You will have 3 assessment weeks this year, the dates are here for you.

# The inside cover.....

You and I will discuss areas to focus on at the start of each half term.

Jot down any useful websites.

If you are doing your own research, make a note here of where you got your information



What should you do if you have a spelling correction?



# The inside.....

After completing your work review it for grammatical errors, these errors will cost you marks in exams.

<input checked="" type="checkbox"/> <b>CHECK LIST</b> Remember to double check your work. Accuracy <input type="checkbox"/> Spelling <input type="checkbox"/> Grammar <input type="checkbox"/>	<b>USEFUL LINKS</b> Resources & links to help you succeed in your work.	<b>FURTHER QUESTIONS</b> What else would you like to know about this topic?	<b>KEY POINTS &amp; FACTS</b> What are the most important points to remember?
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There is space for you to write some extra notes, key points and questions you may have.

**WWW:** What Went Well, your teacher will provide you with feedback on what was good in your piece of work.

<b>WHAT WENT WELL</b>	<b>Feedback</b> Teacher's Comment: Student:
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Your teacher will provide you with feedback here which you **MUST** act upon. You may also receive feedback from a peer or write some self feedback.

# What we expect from you.....

- Treat this book with respect, keep it neat and tidy and take pride in your work.
- Use every opportunity to highlight the progress you are making in your subjects.
- Act on feedback provided by staff and make improvements to your work.

# What you can expect from staff.....

- Staff will mark all work presented in the progress book and provide you with high quality feedback and advice.
- Staff will set you realistic targets so that you can improve upon your grades.
- Staff will provide you with accurate grades so that you can track your progress.