

# Books and Equipment

## Purpose of policy

This policy outlines expectations and responsibilities regarding the provision, maintenance, and use of books and equipment to support student learning at Cromer Campus.

## Preamble

Contemporary educational research, including findings from the Australian Council for Educational Research (ACER, 2022), the NSW Department of Education (2023), and studies conducted by universities such as QUT and the University of Melbourne, consistently highlights the significant cognitive and organisational benefits of students maintaining handwritten exercise books.

Handwritten work strengthens students' comprehension, retention, and conceptual understanding by engaging deeper thinking processes than typing alone. Australian research further emphasises that well-structured bookwork develops learning discipline, self-regulation, and pride in effort all of which contribute to improved academic outcomes. Exercise books provide a visible and continuous record of learning, enabling teachers to offer more effective feedback and supporting students in tracking their own progress.

While digital tools play an important role in research, collaboration, and creativity, evidence indicates that handwritten note-taking and written responses remain central to learning success in high school. This policy therefore reaffirms the school's commitment to maintaining high standards of student bookwork and equipment use as a foundation for effective teaching, learning, and assessment.

## Parent / Guardian Responsibilities

Parents and guardians are required to ensure their children come to school each day prepared for learning by providing necessary exercise books, stationery, and wearing the correct school uniform.

All student exercise books should be covered with contact or a protective covering to help keep the books in good condition throughout the year. This measure is a new requirement that the school will emphasise to promote care and longevity of learning materials.

## Teacher Responsibilities - Bookmarks

Teachers will conduct a formal "bookmark" review of each student's exercise books a minimum of once per term.

During the bookmark session, teachers will assess the books for neatness, organisation, completeness of work, and any missing assignments or notes. Feedback will be given to students to support continuous improvement.

## KLA (Key Learning Area) Responsibilities

- Each KLA will incorporate bookmarks into their yearly assessment schedules for all courses in Years 7-10 to ensure consistency and accountability across subjects. Bookmarks will be included in all student half yearly and yearly reports.
- KLA's will design a set of bookwork standards to promote and monitor high expectations and explicit teaching practices which should include, a protective book cover, title pages for new topics, worksheets glued into books, underlined headings using a ruler etc.
- KLAs will publish, regularly check, and promote explicit equipment lists for each course, specifying all materials students need to bring to class. This will assist parents, guardians, and students in understanding and fulfilling course requirements.

## Use of Printed Booklets

The use of printed booklets is generally discouraged to promote the use of exercise books and reduce waste. Where printed booklets are necessary, they should contain stimulus or reference materials only.

All writing and completed work should be done directly in the student's exercise books to maintain a central record of learning and to ensure ease of monitoring by teachers and parents.

## Communication

The school will communicate this policy to parents, students, and staff at the beginning of each school year and reinforce key points throughout the year.

## Review and Responsibility

This policy will be reviewed annually to ensure it remains effective and aligned with school and educational standards.

DATE	VERSION LOG	REVIEW DATE
Nov 4, 2025	Draft policy release - for Executive review	Nov 25, 2025
Dec 4, 2025	Approved policy release - approved by Justin Hong	Dec 4, 2026