



Guidance on Note-taking

This document will be shared with staff, students and parents at Caterham School and will be publically available on the school website.

There are essentially 4 methods of taking notes available to students:

1. Written on Paper
2. Written/Typed in a specifically designed note-taking app (always to be OneNote)
3. Typed in Microsoft Word
4. Made using a specifically designed app or piece of software, such as an iBook or subject-specific app

All students are expected to make notes in lessons. All students should expect to do this without being prompted to do so.

In some circumstances you may be told which method to use in your note-taking, but most of the time you will have the choice of how you make your notes.

In the case of students with SEND requirements, note-taking methods will be guided by their ISPs.

Remember that note-taking is the first step towards LEARNING so try to think ahead and make your notes revision-friendly.

All written notes, no matter how they are created, should follow a similar pattern and structure. Notes should:

- Be well-spaced so you can see individual points and add more details later if necessary
- Show the relationships between points whenever possible
- Use your own words to summarise wherever possible
- Have clear headings and sub-headings where appropriate
- Be dated (unless this is done automatically for the student)
- Be neat and clear
- Be an accurate and useful representation of the information shared in class

The use of colour, underlining, diagrams, images and other media are all encouraged, and can help make notes more memorable, but should not come at the cost of accuracy or detail.

Avoid passive note-taking where you simply write EVERYTHING down that comes up in a lesson.

Protocol for Digital Notes

All students should have a OneDrive account setup. This account should contain subject folders for all subjects on the student's timetable. Work that is created using any digital media should automatically be uploaded to OneDrive into the appropriate subject folder.



Sub-folders within subjects should also be used, with the appropriate naming of files and notes.

Work created in subject-specific apps or iBooks should be exported to OneDrive at opportune moments so that a backup of the work is created. In some instances this may simply constitute taking a screenshot of a page of work/diagram created.

Printing

It is reasonable for staff to ask students to print off work that they wish to mark, or transfer to their exercise books/folders. A realistic turnaround on work that requires printing will always be given to allow students time to do this. There are printing facilities in school and students have the facility to print from their iPad..

Photographing notes

It is never acceptable to photograph notes as the sole method of note-taking unless it is in order to catch up on missed work due to an absence, or if you are then annotating a photograph with your own notes.

Handwriting

We are aware, of course, that handwriting is still required for examinations and therefore encourage using pen and paper from time to time with extended answers and for exam practise.

Stylus recommendation

There are many different styli available for a wide-range of prices. If students feel that they would benefit from the use of a stylus, we recommend the Wacom Bamboo. This is a well-balanced option available on [Amazon](#) for around £7. Replacement nibs are also available.