

## Presentation

### **Expectations**

- Children should work in pencil throughout school until KS2 when the child earns their Pen Licence.
- Teachers should ensure that both ways of writing the date are displayed on the board each day. The full date does not require the year to be included.
- The Learning Objective should be displayed for children to use.
- Staff should actively promote and developing correct letter/number formation in line with the school's cursive handwriting style.
- Children should correct any errors by putting a line neatly through a word, with the correction written above or next to it. The use of rubbers is allowed at the teacher's discretion.
- A variety of materials are used for mark making and early writing in EYFS.
- Handwriting should be in the school's cursive style starting in Year 1, joined up from as soon as able.
- All questions and answers should be numbered in the margin.
- If colours are needed in exercise books, coloured pencils, not felt tips or crayons should be used unless on a sheet to be stuck in.
- Any worksheets should be stuck into books neatly and where folded tidily. Sheets should not hang over the edges of papers

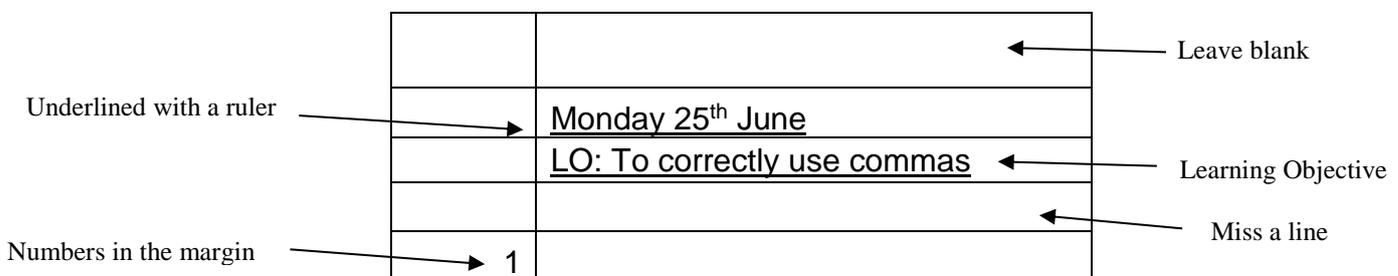
### **Setting out of Books**

#### Maths

- Children use squared paper for maths from Reception.
- Children to be taught to use one **digit** per square.
- Maths is always completed using a pencil.
- Rulers are used for all straight lines being drawn including within calculations.
- If the child makes a simple error they rub it out. More complex errors should be crossed through with a single line.
- Children miss a line before starting the next piece, on the same page if room. In Rec and Y1 children start a new page each day.
- Books are set out as follows:
  - a) page folded in half from Y3
  - b) two columns of work per page, one column on each half of the page
  - c) all work to be dated using the number date i.e. 13.05.16

#### English, Science, Topic

Books with lined paper are set out as follows:



- Full date to be used.
- Children miss a line before starting the next piece, on the same page if room.
- Errors in written work should be crossed through with a single line.