

Presentation

General expectations

- Both sides of the paper should be written on in all books
- Each piece of work must be dated, starting from the left hand side & underlined (short date in maths – otherwise long date) with capital letters for the day of the week and month *from Y2 onwards. This will be built up to in Y1.
- Each piece of work should have a learning objective starting from the left hand side & underlined *. A line should be left between the date and learning objective
- Writing must be on the lines, not starting in the margin, neat handwriting must be encouraged at all times.
- Any mistakes should be crossed out using one line and the corrected version written above the mistake, or next to it, whichever is more appropriate
- No defacing or doodling in books / front covers
- All papers that are to be stuck into the book MUST be trimmed and stuck in neatly. These sheets of paper must be of good quality
- Adults must lead by example writing in a cursive script
- All work must be marked in a red pen and a green pen / pencil used for improvements
- Sharp pencils must be used in all lessons, or a school handwriting pen if a pen licence has been given
- Poorly presented or unfinished work must be done again in the child's own time
- Teachers should write the full name of a pupil on each book label
- KUCU work must have the same level of presentation and be identified using the KUCU sticker

English books

- Each unit of work must start with a 'front cover writing frame' (preferably in colour) which will be followed by the cold task (on blue trimmed paper) followed by the toolkit
- Each unit ends with a 'hot task' on yellow trimmed paper with an accompanying toolkit.
- Any question numbers should be in the margin
- Any pieces of paper used to inspire writing that need to be stuck in should be of good quality, trimmed to fit on the page and stuck in straight (not across margins)

Maths books

- All work recorded in pencil
- One digit per box (no need for one letter per box!) to assist with understanding place value
- All lines drawn using a ruler (including tables, graphs, shapes and lines for vertical addition)
- Questions should be numbered using a circle so as not to confuse a dot with a decimal point
- Any GPI should be written as a new question rather than altering the original
- No margins are needed in maths books but pages can be folded in half to allow for two columns of calculations
- All AT1 problems will have a SC sticker and it should be stuck in **the top right hand side of the page**
- Each unit starts with a 'cold task' on blue trimmed paper and ends with a 'hot task' on yellow trimmed paper

Science books

- Each unit starts with a front cover, 'cold task' on blue trimmed paper and ends with a 'hot task' on yellow trimmed paper. SC sticker to be stuck in **the top right hand side of the page**
- Rulers must be used for any diagrams
- All diagrams drawn in pencil, but if have a 'pen licence' can be labelled in pen
- Any colouring in colouring pencils
- Any diagrams should be drawn on pieces of plain paper and stuck into books during the lesson

Theme books

- Each unit starts with a 'cold task' on blue trimmed paper followed by Launch Pad photographs and ends with a 'hot task' on yellow trimmed paper
- Hopscotch questions must be stuck above the piece of work, SC sticker to be stuck in **the top right hand side of the page**
- Rulers must be used for any diagrams
- All diagrams drawn in pencil, but if have a 'pen licence' can be labelled in pen
- Any colouring in colouring pencils

*In EYFS CT will add date and LO using a sticky label. In Y1 children will, over the year start to be more independent. By the end of Y1 all children should be able to write the date and WALT. If children have a specific difficulty from the end of Y1 they should be supported by being provided with either the date / Learning objective so as not to hinder the start of their work.