

Presentation guidelines

- The date and the BLQ must be written neatly and underlined with a ruler. If children are slow to write it or pre-key stage 1 a pre-typed sticker may be used
- The short date should be written clearly in Numeracy books and underlined
- The full long date should be written in Literacy books and underlined
- Numeracy work must be written in pencil
- Sheets must be trimmed before they are stuck into books so sheets do not overhang – no loose sheets should be kept in books
- Some form of self-assessment must be evident in each lesson – however children need to be encouraged to explain their self-assessment particularly at KS2 and for KS1 they can give verbal feedback to an adult
- Mistakes made in pen must be crossed out neatly with a rule
- All children should have access to a sharp pencil and a rubber
- If a mistake is made in pencil it must be neatly rubbed out
- If a label has been defaced which is not acceptable then it must be replaced with a new one
- Worksheets should only be used to support learning and should not be a substitute for teaching

Early Years Foundation Stage

Before a child begins a piece of numeracy work they will need to write their numbers 0-10 at the top as well as the short date.

For Literacy it will be the long date

Key Stage 1

Before a child begins a piece of numeracy work they will need to write their numbers 11-20 at the top as well as the short date.

Key Stage 2

Children will reflect regularly in their books in writing responding to marking and feedback from the teacher