

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
- The full long date should be written in Literacy books
- Numeracy work must be written in pencil
- Sheets must be trimmed before they are stuck into books so sheets do not overhang
- Some form of self-assessment must be evident in each lesson
- Mistakes made in pen must be crossed out neatly with a rule
- 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

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