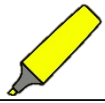


Presentation

	Insert the date, miss a line and insert LO / <u>Underline the date and LO</u> (Stuck in at teacher's discretion)		
	Use a ruler and pencil to draw all lines		Use a sharp pencil
	Insert a neat line through any mistakes		Glue sheets in neatly <i>Trimmed, not hanging over edge, no folding</i>
	Start at the margin		Use the full page
	In maths, <u>one</u> digit per square		Write on the line
	In maths, margin should be 2 squares in		In maths, 1 square between questions
	No rubbing out without asking the teacher		Only use colouring pencils in books
	- <i>English books only</i> - Purple pen used to edit/improve. - Full sentences should not be written in purple pen		

Writing Marking Key

All adult feedback to be given using green pen.

	Capital letter		Full stops
	Correct		Incorrect
	Up level word / sentence / paragraph		Verbal Feedback
	Doesn't make sense / Not clear		Spelling error
	Independent work (SEN/LA)		Adult support
	Missing word/ words		Insert paragraph
	Missing or incorrect punctuation		Well done
	Self Assessment		Peer Assessment
	Perfect Presentation - neat handwriting, no scribbling, small full stops		
	Yellow highlighter	- To identify the writing that children need to improve - Spot the error	

Applies to core subjects and the wider curriculum