

Broadway Junior School

Presentation Promise



ENGLISH/WRITTEN WORK

Handwriting

- Cursive handwriting used throughout school by both adults and children – an agreed script/font has been shared.
- In the autumn term, Year 3 children that are not ready to join will use print. It is expected that all children will join their handwriting from the spring term onwards.

Pencils and Pens

- Children will use HB pencils until pen licence is earned at the start of each year. Standards of presentation must remain high in all pieces of work. Staff can use their discretion to return back to a pencil, if necessary.
- Green pens will be used by children throughout school to show improvements/corrections have taken place.

Use of the margin

- Numbers, bullet points and marking codes to be written in the margin.

Underlining and Dates and Titles

- In handwriting and maths books, the short date will be used – xx.xx.xx
- Children will underline all dates and titles using a ruler.
- When writing, the long date will always be used to the left of the page (on the top, thick line).
- A line will be missed followed by the title, written underneath. A line will be missed before children start their work.
- Rule off and miss a line to begin new work (Maths & English). In foundation books, a new page indicates a new lesson.

Mistakes

- Erasers must not be used by children.
- Any written mistakes must be ruled out. E.g. ~~I have made a mistake.~~

Editing

- When children are completing draft work they will miss a line every other line to allow space for green pen edits.
- Children can also use editing flaps when required.

MATHEMATICS

Recording of calculations

Children across school will use the squared paper to set out calculations neatly. They will write in pencil when completing maths work. The setting out of calculations include:

- One digit per square.
- Calculations should be numbered (e.g. 1. 2. 3.) followed by a blank square.
- If a comma in a number is used, this should be placed on the line, between digits, and not in its own box.
- The decimal in a number should be placed in its own box.
- Children should write their calculations in rows and children will work across the page.

Underlining and Dates and Titles

- Children will underline all short dates, and titles, using a ruler – xx.xx.xx
- From Year 4 – 6 children will also include the date in Roman Numerals
- The LO will be written underneath. A line will be missed between the date and the title and between the title and the start of work.
- The short date will always be used to the left of the page.
- Children should write along the line as normal (some children may need to be explicitly taught that the letters do not belong in individual squares).

Use of a ruler

- Children will use a ruler to draw all straight lines such as: tables, fraction bars, labels, within written methods and when drawing shapes and charts.
- All mistakes are crossed out neatly using a ruler. E.g. ~~I have made a mistake.~~

Corrections

- Green pens will be used by children throughout school to show improvements/corrections have taken place.
- Erasers must not be used by children.