



## West Oxford CP School Book Presentation Policy

All books labelled with:

*Child full name*

*Class*

*Subject*

Using cursive font

When children go onto a second book and these may end up being handwritten ensure is cursive handwriting and labelled fully by an adult

Children to not graffiti or deface books including homework books

### Key Stage 1

- Long date for English and Humanities subjects e.g. Friday 27<sup>th</sup> January 2017 and short date for Maths and Science subjects e.g. 27.1.2017
- **I can...** statements for every lesson – skill based
- Date first line and **I can** statements underneath
- Underlined and in cursive font
- Stuck in by adults or children taught how to do properly at the top of the page without coming out of the book
- Children taking pride in their work and doing cursive handwriting across subjects – one neat line through mistakes
- Maths – one digit in each box
- If using; **Success Criteria: Must, Should Challenge**

## Key Stage 2

- Year 3 transition year – start of year date and **LO**: given to children – by end of year children should be writing it for themselves ready for Year 4. Whilst teacher providing needs to be underlined and in cursive font
- Long date for English and Humanities subjects e.g. Friday 27<sup>th</sup> January 2017 and short date for Maths and Science subjects e.g. 27.1.2017
- **LO**: for every lesson – skill based ( Not I can statements) e.g. **LO**: Find the Area of Rectilinear shapes
- Date first and **LO**: underneath (as done in example for classroom display) – underlined with a ruler
- Margin drawn in for Maths – three squares in (as done in example for classroom display)
- If children are using sheets – trim and stick in so not coming over edge of books
- Children taking pride in their work and doing cursive handwriting across subjects – three neat stamps = pen license. If gain three negative points on licence they then go back down to pencil. Pencil for all Maths and Science subjects even with pen license and homework to be done in pencil unless got a pen license. One neat line through mistakes
- Maths – one digit in each box
- If using; **Success Criteria: Must, Should Challenge**