

<b>GENERAL</b>		<b>COMMENT</b>
	Front cover of books and inside pages to be kept clean	No scribbling or doodling
	All books should have pupil's name and group on front cover	Typed on sticky label
	All drawings in books in pencil	
	No felt pens to be used in books	Unless on paper and stuck in
	No coloured pens to be used in books unless in conjunction with school's Marking Policy	
	No gel pens to be used in books	
	No tippex or correction pens to be used	
	Additional pieces of paper stuck in neatly	By adult Or if by child to be done neatly
	Targets should be visible in books	
<b>MATHS</b>		
	Pencil only	
	One digit one square	
	Date written numerically by pupil, unless already typed on Learning Objective / Success Criteria sheet	eg: 15-01-15
	Last piece of work ruled off with a ruler	
	Each calculation is clearly numbered	
	Decimal point is placed in the centre of the square between the square for the units and the tenths	
	All mistakes erased with a rubber	
<b>ENGLISH</b>		
	Pencil only	Reception & KS1
	Berol Blue Handwriting pen to be used	KS2 when ready
	Day and date typed on Learning Objective and Success Criteria and stuck in books	Long date eg: Monday 12 <sup>th</sup> January 2015
	Titles to be underlined using a ruler	
	Last piece of work ruled off using a ruler and pencil	
	All mistakes written in pencil erased with a rubber	
	All mistakes written in pen should have one horizontal line through it drawn with a ruler	Pencil (pen- KS2 when ready to use a pen)