

# Herne Bay Junior School

## Presentation in books

September 2016

### General

Dates and LO to start on the left hand side of the page  
All typed labels to be done in Times New Roman font  
All hand written dates to be underlined in pencil using a ruler  
All margins to be drawn in pencil using a ruler  
All pens used to be blue handwriting pens  
All marking by teachers to be done in red with use of pink and green highlighter  
All peer marking to be done in pencil  
One digit per square to be used in Maths books  
LT comments to be done in purple wherever possible  
Stickers can be used  
Stamps can be used  
All marking to be completed before next lesson. No work to go unmarked  
Marking must make a difference to children's learning wherever possible  
Children to be given time to respond to all marking at the beginning of lessons or the beginning of the school day.

### Date

Long date to be written in English  
Short date to be written in Maths  
Short date to be used in MFL  
Long date to be used in all other subjects  
Some children with particular needs (see REC) will have a label for the LO and date

### Title

There should be one line between the date and the title  
LO stands for Learning Objective and can be written as LO:

### Margins

English – Margins already in books  
Maths – Margins to be drawn in books using a ruler and a pencil. 2 squares in from the side. Numbers to be used in margins (no circles or brackets)  
In Maths the middle margin can be used where appropriate ruled down the middle – margin made up of two squares.

### Sheets in books

All sheets to be trimmed to fit and stuck in straight – no part of sheet to be hanging outside of the book  
Sheets to be tuck in flat. Only one fold in sheets where absolutely necessary.

### Paragraphs

No indentation

One line left between paragraphs

### **Crossing out**

Rubbers may be used

If using a pen then one horizontal line to be put through the mistake with a pencil or pen.

### **Last piece of work**

Where there is space on the page the last piece of work is to be ruled off and the next piece of work to start under this line.

### **Pen/Pencil**

All Maths to be done in pencil

All other work to be done in blue handwriting pen

### **Books**

Maths A4 Light Blue/No margin	Years 3 - 6
English A4 Purple/With margin	Years 3 – 6
Science A4 Dark Blue/With margin	Years 3 – 6
Topic A4 Green/With margin	Years 3 - 6
RE A4 Red/With margin	Years 3 – 6
MFL A4 Orange/With margin	Years 3 – 6
Art A4 Black sketch book	Year 3 (other years to go up)
General Workbook A5 Purple	Years 3 – 6
Vocab Book Half A5 Green	Year 3 (other years to go up)
Handwriting A5 Purple	Years 3 & 4
Maths Homework A4 Yellow/No margin	Years 3 – 6
English Homework A4 Pink/With margin	Years 3 – 6

Maths, English, Topic and Science books to have plastic covers

**ALL** books to be labelled using labels printed and supplied by the office. Maths and English Books to have Book 1 and Book 2 on as appropriate. The font is Times New Roman – the Font Size is 18 - select Bold.

### **Inside Books**

Science – Presentation expectations inside front cover. Investigation steps inside back cover.

Maths – Presentations expectations inside front cover. Timestable square inside back cover.

English – Presentation expectations inside front cover. A CARP PIE inside back cover.

Topic Book – Presentation (English) expectations inside the front cover.

All back cover inserts to be stuck in the same way as A CARP PIE.

