

John Ruskin Primary School and Language Classes

# Exercise Books and Presentation Policy

Coordinator: Clare Tayton

Last review: 2022

Next review: 2025



*“Be responsible, be fair, stay positive and care”*

## Exercise Book and Presentation Policy 2022

### General Expectations

- All books are to be marked weekly and in accordance with the school marking policy
- Children need time to read the comments at the start of lessons and should be given time to respond.
- Books are to be kept in neat piles and not in children's trays.
- Books to be numbered in order of use.
- Maths and English books have plastic covers.
- Mistakes are identified by drawing one straight line through the error – older children will use a ruler.
- The use of rubbers/erasers is discouraged.
- No marks are to be made on the covers.

### Books to Use/Work Rate for Pupils

- **Years 1-6:** 1 English book, 1 topic book, 1 maths book, 1 sketch book, ICT in electronic file.
- English and maths KS1, 3 - 4 pieces of work per week, KS2, 4-5 pieces of work per week, guided reading 2-3 pieces of work **per week**. Science KS1 6 – 10 pieces per term; KS 2 8 – 10 pieces per term. Foundation subjects KS1 3-4 pieces per subject per term, KS2 6-8 pieces per subject per term. Handwriting 2 KS2, 3 KS1.
- Labels may be used at the teacher's discretion to mark where pupils were absent/in intervention/music tuition etc. These may be dated and stuck in books.
- In foundation subjects **at least** one piece of work per week should be a long piece of writing which demonstrates pupils' cross curricular skills.
- **Reception:** 1 maths book, one English/topic book. English 3 x p.w. This can include phonics work, topic work, handwriting etc. Maths 2 x p.w. until Xmas then 3 x per week, can include photos of practical activity plus 1 or 2 activities recorded by child.
- The pieces of writing/work should be substantial and reflect the sustained period that children should be given in a lesson or over a couple of lessons to apply the skills or demonstrate the knowledge they have acquired.

### In Key Stage 1 and 2

KS1 & 2

- Children should underline the date and title with a ruler.
- A line should be left after the title.
- The WALT goes below the title and is not underlined (not early Y1).
- Straight lines should be drawn using a ruler.
- Writing in books must be either all in pen or all in pencil.
- Years 5 & 6 use black pen always (except for identified children).
- Years Rec, 1, 2, 3 & 4 use pencil except for handwriting and final drafts.
- Graphs and diagrams should be in pencil.
- Years 3, 4, 5 & 6 write their own names onto books.

Receptio

Date and WALT to be written by adult or printe/ stamped. Children write in pencil

### Reception