



Buchanhaven School
Presentation and Expectations Policy
2020 - 2021



- ❖ P1: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. Names (first names) should be written on all worksheets and loose leaf paper. (Use the rhyme - *"Always the same, start with your name!"*)
- ❖ P2: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. The title of the piece of work should also be written in the middle of the line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should begin to be numbered clearly.
- ❖ P3: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. The title of the piece of work should also be written in the middle of the line. "I Can" statements are beginning to be introduced, being written left to right underneath the title line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should be numbered clearly.
- ❖ P4: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. The title of the piece of work should also be written in the middle of the line. "I Can" statements are written left to right underneath the title line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should be numbered clearly. A straight line should be drawn underneath each task separating it from the next piece of work.
- ❖ P5: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. If it is a literacy task, the long date will be recorded as, *"day of the week, date, month, year e.g Wednesday 23rd November 2020."* For all other tasks, the short date is fine.

The title of the piece of work should also be written in the middle of the line. "I Can" statements are written left to right underneath the title line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should be numbered clearly. A straight line should be drawn underneath each task separating it from the next piece of work.

- ❖ P6: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. If it is a literacy task, the long date will be recorded as, "*day of the week, date, month, year e.g Wednesday 23rd November 2020.*" For all other tasks, the short date is fine. The title of the piece of work should also be written in the middle of the line. "I Can" statements are written left to right underneath the title line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should be numbered clearly. A straight line should be drawn underneath each task separating it from the next piece of work.

- ❖ P7: In jotter work, pupils will write the date (6 digit format, separated by dots) in the top left hand corner of the page. If it is a literacy task, the long date will be recorded as, "*day of the week, date, month, year e.g Wednesday 23rd November 2020.*" For all other tasks, the short date is fine. The title of the piece of work should also be written in the middle of the line. "I Can" statements are written left to right underneath the title line. Names (first and surname) should be written on all worksheets and loose leaf paper. Questions should be numbered clearly. A straight line should be drawn underneath each task separating it from the next piece of work.