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Presentation Policy and Correction Code

**Presentation Policy**

**Numeracy and Maths jotters** will be set out as follows:

* Short Date
* Title of work that child is learning (underlined)
* Textbook page number (underlined)
* A line of squares will then be missed and pupils will begin work.
* A line will be drawn under completed work and a line of squares missed to allow the next sessions work to begin.

**Literacy Jotters** will be set out as follows:

* Date on top line
* A line is then missed and the title of work that child is learning is written (underlined)
* A line is then missed and pupils will begin their work.

**Primary 1**

* Date stamp to E3 and then day & date to be written.

**Primary 2**

* Date stamp up to end of F1 (approx. half way through P2)

**Primary 3**

* Make their own margins in their page as jotters do not have them.
* Pupils write day and date but **do not** include the year.
* Spelling tests will be completed at the **back** of pupil’s jotters.
* **Typed** Learning Intentions and Success Criteria will be stuck onto the **left hand** page in Taught Writing jotters for assessment purposes.
* Pupils in the **senior stages** may use **pen** to complete writing in their taught writing jotters.
* Free writing jotters will consist of **children’s own work** with children being encouraged to date and title their work each week and these will develop over time.

**Literacy Across Learning**

* Jotter to follow same guidelines as Literacy jotter.
* Pupils to write curricular area in the margin and underline.

**Correction Code**

**Numeracy and Maths**

|  |  |
| --- | --- |
| **Symbol** | **Meaning** |
| Tick | Correct answer |
| Dot | Wrong answer |
| Dot circled by child | Child has attempted to correct wrong answer |
| Second dot | The answer that the child has given is still incorrect |

**Literacy**

|  |  |
| --- | --- |
| **Symbol (written in margin)** | **Meaning** |
| Tick | Correct answer / Well expressed |
| C | Capital Letter missing |
| // | New paragraph |
| NS | New sentence |
| ^ | Info / Word missed |
| SP and underline word | Spelling mistake |
| ~ Wavy Line | Check for meaning / fragmented |
| P | Punctuation |
| ≤ (Please ignore line underneath) | Say more / expand upon |

**For assessment either:**

* Signed by pupil & dated
* Signed by teacher and dated
* Signed by self and dated