**St John’s Primary Hamilton**

**Jotter Policy**

We take pride in the presentation of all our children’s work and have set out a guide for teachers to ensure that there is continuity across all stages.

Teachers have met and agreed these guidelines to ensure that there is parity of expectations in all classes.

**Literacy**

Children use lined jotters appropriate size to their stage of development.

Each jotter must be labelled with the child’s name, stage or room number, group name if appropriate and teacher’s name.

Children do not write in the margin.

Each day’s work needs to be dated and with a title.

Each Title needs to be underlined with a ruler.

A line should be missed before starting the work.

On completion of work a line should be missed and a ruler used to draw a line under the work.

Weekly assessments can be done at the back of the literacy jotter.

The literacy correction code should be adhered to.

Writing jotters are the A4 sized jotters and are lined. These must be passed from one class to another as children progress through the school.

Each new example of writing must be on a fresh page.

Set criteria for writing jotters must be stuck into jotter.

**Numeracy**

Children use squared jotter. Size of squares appropriate to stage and development.

Each jotter must be labelled with the child’s name, stage or room number, group name if appropriate and teacher’s name.

Each day’s work needs to be dated and with a title.

Each Title needs to be underlined with a ruler.

A line should be missed before starting the work.

On completion of work a line should be missed and a ruler used to draw a line under the work.

Weekly tables and mental arithmetic can be done at the back of a jotter.

The numeracy correction code should be adhered to.

**Health and Wellbeing/ Topic/Science**

Children use a blank jotter for H&W and topic work.

Work must be clearly labelled and dated. When lines are drawn a ruler must be used.

Updated March 2017

Review March 2018