Our Lady & St John's Catholic Primary School

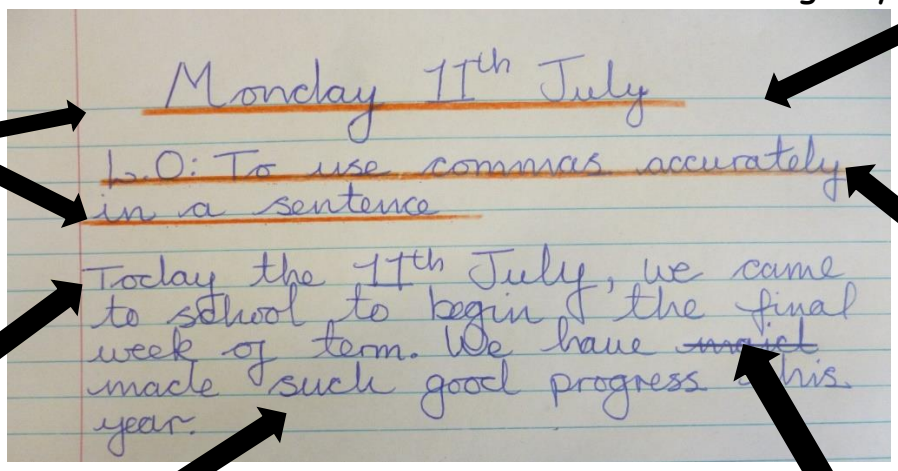
Expectations of presentation of our written work

A sharp pencil should be used for

- Writing in all your exercise books
- Drawings
- When using a ruler
- Labelling drawings and diagrams
- Rubbers should be discouraged as any errors should be completed with a purple pen

- Once you are awarded a pen licence, you may use a blue ink pen for writing in all your exercise books, except your maths book.
- Underline last piece of work and start next piece of work underneath.

Written work should be set out in the following way:



Date goes on the top line and is central

Lines are missed between the date and start of work.

All dates and titles are underlined with a ruler and colour pencil.

Begin each new line at the margin.

Handwriting is joined in a cursive style.

Mistakes are crossed out using a ruler and single line – correct answer should be in purple pen