



Presentation Guidelines

Year 1

When writing, children should write on the lines, although this will not be appropriate for all children at the start of Year 1. Line spacing on paper should be differentiated according to the needs of the children.

Children should be encouraged to start their writing on the far left of the page.

A new piece of writing should be started on the next clear, lined page.

Children should not use rubbers.

Year 2

The date and title should be word processed and the children should stick them into their books.

Children write in pencil, on the line.

Children should start their writing on the far left of the page.

A new piece of writing should be started on the next, lined page.

Children should not use rubbers.

The appropriate writing marking code should be stuck inside the front cover of the children's English books.

Year 3

The long date and title should be written on separate lines. The long date should be aligned to the left and the title written in the middle of the next line.

Both date and title should be underlined with a ruler, and a blank line should be left between these and where the children start their writing.

Children should not use rubbers, and instead cross out any mistakes with a single line.

Children should start their writing on the left, from the red margin line, and stop at the fainter red line from the margin of the next page, in order to discourage children from squashing words on to the end of the line.

The appropriate writing marking code should be stuck inside the front cover of the children's English books.

Handwriting should be joined, unless the teacher has agreed otherwise.



Year 4 to 6

The long date and title should be written on separate lines. The long date should be aligned to the left, and the title written in the middle of the next line.

Both date and title should be underlined with a ruler and a blank line should be left between these and where the children start their writing.

Two blank lines should be left between paragraphs.

Children should start their writing on the left, from the red margin line, and stop at the fainter red line from the margin of the next page, in order to discourage children from squashing words on to the end of the line.

Children have the option of using pen or pencil from Year 4 (N.B. no biro), and they can bring in their own pens to use if they wish (black ink only).

Children should not use rubbers, and instead cross out any mistakes with a single line.

Handwriting should be joined, unless a teacher has agreed otherwise.

The appropriate writing marking code should be stuck inside the front cover of the children's English books.