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| Maths | Writing Utensils | Exercise Books/Paper | Worksheets | Setting out -Ruling off | Setting out –Date/Title | Setting out –Other | Mistakes | Learning Intention |
| REC(recorded guided group maths work only) | Range of equipment used (markers, felt tips, pencils etc.) as appropriate to activity | Plain paper | Child names own sheet as able.Work stored in child’s special book. | N/A | Teacher dates work.  | N/A | No erasers used. Children draw a line through mistakes. | Teacher records learning intention on work. |
| YEAR 1 | Pencil | Maths: 20mm squared A4 portrait books. | Child names and dates sheet.Trimmed and stuck in book. | New page each time | Short date written at top of work. | No writing below bottom line.One digit per square. | Mistakes crossed out by a single line / erasers used at teacher’s discretion. | Teacher to write Learning Intention or stick in books.Children begin to write their own LI when able, at teacher’s discretion.  |
| YEAR 2 | Pencil. | Maths: 10mm squared A4 portrait books. | Child names and dates sheet.Trimmed and stuck in book. | New page each time | Short date written at top of work. Underlining introduced as ruler skills improve. | No writing below bottom line.One digit per square. | Mistakes crossed out by a single line / erasers used at teacher’s discretion. | All children to be writing their own learning intention by the Spring term  |
| YEAR 3 | Pencil. | 10mm squared A4 portrait books. | Child names and dates sheet.Trimmed and stuck in book. | Children taught to rule off one line below last piece of work as appropriate. | Children write short date and underline with ruler. | No writing below bottom line.Digit in each square.Rulers used for all graph work. | Mistakes crossed out by a single line/erasers used at teacher’s discretion | Child to write learning intention in books with exceptions. |
| YEAR 4 | Pencil.  | 10mm squared A4 portrait books. | Child names and dates sheet.Trimmed and stuck in book. | Children taught to rule off one line below last piece of work as appropriate. | Children write short date and underline with ruler. | No writing below bottom line.Digit in each square.Rulers used for all graph work. | Mistakes crossed out by a single line/erasers used at teacher’s discretion | Child to write learning intention in books with exceptions. |
| YEAR5 & 6 | Pencil  | 8mm squared | Worksheets / loose work to be named and dated and stored in a separate folder, unless supporting work in books, in which case it must be trimmed to fit. | Children rule off 1 line below last piece of work. New page if only 4 lines left. | Leave a line under ruled work.Short date on right hand side and underlined. Miss a line.Learning intention from left to right and underlined  | No writing subsequent work on top line.No writing below bottom line.Charts, tables and underlining in pencil with ruler. | Mistakes crossed out with single, neat line.Erasers used at discretion of teacher.No Tipex or similar | Learning intention from left to right and underlined in pencil. |