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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. |
| YEAR  5 & 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. |