



Blairdardie Primary School

Jotters



Strategy Statement

Purpose:

- To ensure a consistent approach to layout and presentation of written work in jotters.
- To maintain high standards of presentation across the school.
- To ensure continuity in developing children's skills.

Practice

Storage: Jotters are stored in the secure cupboard in the school office and are clearly labelled as to which curricular area and stage they should be used for. Please inform office staff if stock is getting low.

Labelling: Jotters should be labelled using the template stored on Our Establishment-staff-labels-jotter labels. Labels should state child's full name, class and curricular area.

Completed work: In June jotters that children are currently using should be passed to the next class teacher to ensure progression. Jotters that are full should be sent home.

Layout: Children should work through jotters from front to back. If there are only 3 or 4 lines left on a page when starting a new piece of work a new page should be used. Any worksheet inserts should be trimmed so that they fit neatly into jotter and should be well secured. In maths children should be taught to write each digit in a separate box. Decimal points should be on the line between boxes.

Handwriting: Cursive handwriting should be used by almost all children. Work in jotters should be in pencil and children should be encouraged to use a sharp pencil when completing work.

Dating Work: All work should be dated in order to evidence progression. In primary one and two (and for any child who has difficulties writing) a date stamp should be used. In all curricular areas apart from maths the format 15th August 2023 should be used. In maths work the numerical format 15/8/23 should be used.

Headings: Each piece of work should be titled showing the curricular area or concept being taught e.g Fractions, Comprehension, Spelling etc. Titles should **not** be underlined.

Margins: In P3-P7 all written work will be completed in jotters with margins. Children should be taught how to use a margin to label their work with numbers or letters.

Use of Rulers: All lines should be drawn with a ruler. This includes answer lines for sums, tables and graphs.

Assessment: Any written feedback, including assessment grids, should be at the end of a piece of work. Work should be assessed using school's assessment policy.

Monitoring: Throughout the year SLT will monitor jotters as part of our Quality Assurance calendar.



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Curricular areas: All children will have 3 core jotters: Maths, Language and writing. Teachers can choose jotters for other subjects as necessary.

Maths: In primary one an A4 blank jotter should be used and this may be used in primary 2 as well. As children learn to use squares to record number work a squared jotter can be introduced. At P2-P4 this is an A4 10mm squared jotter. (There are jotters with larger sized squares should these be necessary to begin with). At P5-7 it is an A4 8mm squared jotter.

Language: This jotter should contain all aspects of language work apart from writing. It will include reading comprehension tasks, spelling, grammar, phonics, literacy circle work, vocabulary work.

Writing: This jotter will contain all extended pieces of writing including weekly writing lessons as well as writing from other areas of the curriculum eg a science report. This jotter should have a contents page within the front cover showing titles of pieces of work, genre and the date completed. This is also available on Our Establishment under jotter policy.

P4-7 both literacy jotters will be A4 8mm lined with margin.

P3 will use an A4 12mm lined jotter with margin for both areas.

P2 will use a 15mm lined jotter for writing and for language an alternate plain and lined jotter will be used.

P1 will use a half lined/half plain jotter for literacy and a small lined jotter for writing.