**Glencairn Primary School Jotter Policy**

**April 2023**

**Introduction**

The purpose of this policy is to ensure consistency and progression of jotter work at each stage/level throughout the school. It is important that staff have clear guidelines in order that pupils understand what is expected of them when using their jotters. As pupils acquire skills to write in jotters, they will benefit from the consistent approach implemented throughout the school. Pupils will demonstrate development of presentation skills and knowledge and understanding of specific concepts as they progress throughout the school. This will be clearly evidenced in jotter work, where appropriate.

**Aims**

The following procedures will ensure that;

* Correct jotters are used at each stage for Numeracy and Mathematics, Literacy and English and Interdisciplinary Learning.
* Staff have clear criteria for the presentation/layout of jotters
* Agreed expectations of pupil's jotter work at each stage/level
* Pupils understand expectations at each stage/level
* Consistency of the recording of Learning Intentions/Success Criteria in jotters
* Consistency of the recording of assessment in jotters
* Consistent use of universal marking code
* Agreed criteria will be shared and used for School Jotter Monitoring
* Eco approach to use of jotters

**Development of the Presentation of Work**

Pupils should consistently be encouraged to take pride in their work and present it to a high standard. They should be encouraged to write with a sharp pencil and given access to pencils, a rubber and a ruler. As pupils progress through the Nelson Handwriting programme, they will be expected to join their handwriting at the appropriate stage (see Nelson Handwriting overview). From P3-P7 onwards, all exercises on completion, should be finished by missing a line then drawing a ruler line across the full width of the jotter. The present date should follow directly under the line. All writing should begin at the left or as close to the margin. This should be reinforced throughout all stages.

For Eco purposes, pages in jotters should be used fully. This should be encouraged at all stages. Where possible, pupils should be encouraged to use all space and not to waste paper. No large spaces and parts of pages should be left unused and pupils should start from where they left off. The Eco Committee will assist in the promotion of the more mindful use of jotter pages and saving paper as a whole across the school.

NB. It is advised that to enhance learning, additional jotters may be used at the teacher’s discretion for other purposes.

The criteria for use of jotters in Numeracy & Mathematics, Literacy & English and Interdisciplinary Learning will be outlined below.

**Glencairn Primary Jotter Policy Guidelines**

**Numeracy and Mathematics**

|  |  |
| --- | --- |
|  | Early (P1) |
| Jotter Type | \*Half green 10mm squares  (Number Formation, Addition, Subtraction Work) |
| Layout | 6 digit dot date – 19.06.18  \*see example below  Title under date – Left Hand Side  (no underline)  One number in each box,  Miss box after title |
| OLI/SC | Verbally discuss OLI/SC |
| Assessment | Self Assessment Stamp  Introduce traffic light system  T if teacher has had to help  Teacher/self assess top RH corner of work  Introduce Marking Code (to be displayed on wall) - simple evaluative comment |

P1 to begin use of jotters in January or when appropriate for individual child.

\*Jotter Page Layout Example for P1

|  |
| --- |
| 27.06.18  Adding  2 + 2 = 4 |

Marking Code for Numeracy & Mathematics

√ Correct

• Check?

• √ Corrected

Ο Any obvious issues (circle mistake)

**Glencairn Primary Jotter Policy Guidelines**

**Numeracy and Mathematics**

|  |  |
| --- | --- |
|  | First (P2) |
| Jotter Type | \*Half green 10mm squares jotters |
| Layout | 6 digit dot date – 19.06.18  \*see example below  Title under date – Left Hand Side  (Introduce underline in term 3)  One number in each box/one row between sums |
| OLI/SC | Verbally discuss OLI/SC  (Insert/paste into jotter or write on board) |
| Assessment | Continue traffic light system - Teacher/self/peer assess at top RH corner of work  Use of Marking Code (to be displayed on wall) - simple evaluative comment |

Use of jotters and underline when appropriate for individual child.

\*Jotter Page Layout Example for P2 (by term 3)

|  |
| --- |
| 27.06.18  Adding  2 + 5 = 7 |

Marking Code for Numeracy & Mathematics

√ Correct

• Check?

• √ Corrected

Ο Any obvious issues (circle mistake)

**Glencairn Primary Jotter Policy Guidelines**

**Numeracy and Mathematics**

|  |  |
| --- | --- |
|  | First (P3) |
| Jotter Type | Half green 10mm squares jotter (terms 1-2)  Introduce blue 10mm squares jotter (term 3) |
| Layout | 6 digit dot date – 19.06.18  \*see example below  Title under date – Left Hand Side  underline both  One number in each box/one row between sums |
| OLI/SC | Miss a line after title  Copy OLI into jotter  Discuss SC verbally |
| Assessment | Continue traffic light system - Teacher/self/peer assess at top RH corner of work  Teacher written comments – unless useful or brings learning forward  Use of Marking Code (to be displayed on wall) - simple evaluative comment |

Use of jotters, underline and written OLI when appropriate for individual child.

\*Jotter Page Layout Example for P3

|  |
| --- |
| 27.06.18  Adding  OLI: To add numbers within 20 using a number line.  12 + 4 = 12  15 + 3 = 18 |

**Glencairn Primary Jotter Policy Guidelines**

**Numeracy and Mathematics**

|  |  |
| --- | --- |
|  | Second (P4) |
| Jotter Type | Blue 7mm squares jotters |
| Layout | 6 digit dot date – 19.06.18  \*see example below  Title under date – LHS  Underline both  One digit per box/two rows between sums  Attention should now be paid to the setting out of textbook work and pupils taught to use style of numbering the book uses i.e. 1. a) b) |
| OLI/SC | Miss a line after title  Copy OLI into jotter  Discuss SC verbally |
| Assessment | Continue traffic light system - teacher/self/peer assess at top RH corner of work  Teacher written comments at end of work – if useful or brings learning forward  Use of Marking code (to be displayed on wall) |

Use of jotters, underline and written OLI when appropriate for individual child.

\*Jotter Page Layout Example for P4

|  |
| --- |
| 27.06.18  Adding  OLI: To be able to add TU + U within 100.  53 76  + 5 + 3  \_\_\_ \_\_\_ |

**Glencairn Primary Jotter Policy Guidelines**

**Numeracy and Mathematics**

|  |  |
| --- | --- |
|  | Second (P5, P6, P7) |
| Jotter Type | Blue 7mm squares jotters  Introduce Assessment Jotter – Pink blank for weekly MA & Spelling Test |
| Layout | 6 digit dot date – 19.06.18  \*see example below  Title under date – Left Hand Side  One digit per box/two boxes & rows between sums  Decimal points in middle.  Attention should be paid to the setting out of textbook work and pupils taught to use style of numbering the book uses ie 1. a) b) |
| OLI/SC | Miss a line after title  Copy OLI into jotter  Discuss SC verbally |
| Assessment | Continue traffic light system - teacher/self/peer assess at top RH corner of work  Teacher written comments at end of work – if useful or brings learning forward  Weekly tests in Ass. Jotter  Use of Marking code (to be displayed on walls) |

Use of jotters, underline and written OLI when appropriate for individual child.

\*Jotter Page Layout Example for P5, P6, P7

|  |
| --- |
| 27.06.18  Adding  OLI: To add TU + U numbers within 100.  53 76  + 5 +\_\_ |

**Glencairn Primary Jotter Policy Guidelines**

\*Assessment Jotter Page Layout Example for P5, P6, P7 - See example

|  |  |
| --- | --- |
| 27.06.18 Spelling Test | 27.06.18 |

Marking Code for Numeracy & Mathematics

√ Correct

• Check?

• √ Corrected

Ο Any obvious issues (circle mistake)

**Glencairn Primary Jotter Policy Guidelines**

**Literacy and English – Daily Writing**

|  |  |
| --- | --- |
|  | Early (P1) |
| Jotter Type | ½ Blank ½ lines  All phonics work  Spelling tests  Common words/sentences  Worksheets filed/pasted into jotter |
| Layout | Teacher date at start of year e.g 20/08 (use stamp if available)  Full written date in January - no year  (top of page)  e.g Monday 20th August (no underline)  Miss a line to begin work |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate |
| Assessment | Introduce Green - Good to be Seen  Introduce Pink - Have a Think  (only used in P1 DW jotters) |

**Literacy and English – Taught Writing (P1)**

|  |  |
| --- | --- |
| Jotter Type | ½ Blank ½ lines |
| Layout | Teacher date at start of year e.g 20/08 (use stamp if available)  Full written date in January (no year)  No title necessary |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate  Class plan on board – verbal |
| Assessment | Introduce Green - Good to be Seen  Introduce Pink - Have a Think  Core Targets to be pasted to inside of jotter cover  Use of traffic light sheets for;  Capital letter, full stop and finger spaces |

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Daily Writing**

|  |  |
| --- | --- |
|  | First (P2) |
| Jotter Type | 15mm lines jotter |
| Layout | Full written date with  day, date, year  Title under date  No underline  (Introduce underline in term 3)  Miss a line to begin work |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate |
| Assessment | Introduce Marking Code (to be displayed on wall)  – simple evaluative comment |

\*Jotter Page Layout Example for P2

|  |
| --- |
| Monday 5th June 2018  The Gruffalo  The Gruffalo had terrible claws. |

\*underline by term 3

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Taught Writing (P2)**

|  |  |
| --- | --- |
| Jotter Type | 15mm lines jotter |
| Layout | Full written date with  day, date, month, year  Title under date  No underline  (Introduce underline in term 3)  Miss a line to begin work |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate  Class plan on board – verbal |
| Assessment | Reinforce Green - Good to be Seen  Reinforce Pink - Have a Think  Comments – 1 star, 1 wish (relating to green/pink highlight)  Marking code to be displayed on wall  Core Targets to be pasted to inside of jotter cover and to be displayed on wall |

\*Jotter Page Layout Example for P2

|  |
| --- |
| Monday 5th June 2018  My Best Holiday  My best holiday was our trip to Blackpool. |

\*underline by term 3

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Daily Writing**

|  |  |
| --- | --- |
|  | First (P3) |
| Jotter Type | 10mm lines |
| Layout | Full written date with  day, date, month and year  Title under date  Underline date & title |
| OLI/SC | Miss a line after date then write OLI Verbally discuss SC  Miss a line to begin work |
| Assessment | Use of Marking Code (to be displayed on wall) – simple evaluative comment |

\*Jotter Page Layout Example for P3

|  |
| --- |
| Monday 5th June 2018  The Owl who was Afraid of the Dark  1. The owl felt frightened. |

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Taught Writing (P3)**

|  |  |
| --- | --- |
| Jotter Type | 10mm lines |
| Layout | Full written date with day, date, month and year  Title under date  Underline date & title |
| OLI/SC | Miss a line after date and title then write OLI  Verbally discuss SC  Miss a line after OLI to begin work  Class plan on board – verbal |
| Assessment | Reinforce Green - Good to be Seen  (to link to Core targets/OLI)  Reinforce Pink - Have a Think  (Core target errors)  Comments – 1 star, 1 wish (relating to green/pink highlight)  Use of Marking Code (to be displayed on wall)  Core Targets to be pasted to inside of jotter cover |

\*Jotter Page Layout Example for P3

|  |
| --- |
| Monday 5th June 2018  Sports Day  Jenny was excited because it was her school sports day. |

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Daily Writing**

|  |  |
| --- | --- |
|  | First (P4) |
| Jotter Type | 10mm lines |
| Layout | Full written date with  day, date, month and year  Underline date & title |
| OLI/SC | Miss a line after date then write OLI Verbally discuss SC  Miss a line to begin work |
| Assessment | Use of Marking Code (to be displayed on wall) - simple evaluative comment |

\*Jotter Page Layout Example for P4

|  |
| --- |
| Monday 5th June 2018  The Magic Carpet Slippers  1. The slippers had special powers. |

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Taught Writing**

|  |  |
| --- | --- |
|  | First (P4) |
| Jotter Type | 10mm lines |
| Layout | Full written date with  day, date, month and year  Underline date & title |
| OLI/SC | Written plan LHS jotter  Miss a line after title then write OLI  Miss a line to begin plan  Verbally discuss SC  RHS – Title, underline, miss a line to begin writing piece. |
| Assessment | Reinforce Green - Good to be Seen  (to link to Core targets/OLI)  Introduce Pink - Have a Think  (Core target errors)  Comments – 1 star, 1 wish (relating to green/pink highlight)  Marking code to be displayed on wall  Core Targets to be pasted to inside of jotter cover |

\*Taught Writing - Planning and Page Layout Example for P4

|  |  |
| --- | --- |
| Monday 6th June 2018  Narrative Writing – The Visitors  OLI: To write an imaginative story using adjectives and adverbs to enhance the text.  Title?  When?  Who?  Where?  What?  Feelings? | The Visitors  the glowing sun was high in the sky as the children played happily on the green grass. |

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Daily Writing**

|  |  |
| --- | --- |
|  | Second (P5, P6, P7) |
| Jotter Type | 8mm lines |
| Layout | Full written date with  day, date, month and year  Title under date  Underline both date & title |
| OLI/SC | Miss a line after date - write OLI Verbally discuss SC |
| Assessment | Use of Marking Code (to be displayed on wall) - simple evaluative comment |

\*Jotter Page Layout Example for P5,6,7

|  |
| --- |
| Monday 5th June 2018  The Magic Carpet Slippers  1. The slippers had special powers. |

Marking Code for Literacy

X Full stops missing

? Something not quite right

^ Word missing

**.** Check spelling

// New paragraph

**Glencarin Primary Jotter Policy Guidelines**

**Literacy and English – Taught Writing**

|  |  |
| --- | --- |
|  | Second (P5, P6, P7) |
| Jotter Type | 8mm lines |
| Layout | Full written date with  day, date, month and year  Underline date & title |
| OLI/SC | Written plan LHS jotter  Miss a line after date/title then write OLI  Miss a line to begin plan  *(From Jan P7 pupils will be encouraged to write plan in own preferred style)*  Verbally discuss SC  RHS – Title, underline, miss a line to begin writing piece. |
| Assessment | Reinforce Green - Good to be Seen  (to link to Core targets/OLI)  Reinforce Pink - Have a Think  (Core target errors)  Comments – 1 star, 1 wish (relating to green/pink highlight)  Marking code to be displayed on wall  Core Targets to be pasted to inside of jotter cover |

Taught Writing - Planning and Page Layout Example for P5,6,7

|  |  |
| --- | --- |
| Monday 6th June 2018  Narrative Writing – The Visitors  OLI: To write an imaginative story using adjectives and adverbs to enhance the text.  Title?  Setting Where? When? Atmosphere? | The Visitors  the glowing sun was high in the sky as the children played happily on the green grass. |

**Interdisciplinary Learning – IDL Jotters**

Interdisciplinary learning is a planned approach to learning which uses

links across different subjects or disciplines to enhance learning.

From P1-7 pupils should have an IDL Jotter. It should include all work related to the Class Theme, Health & Wellbeing, R.E, Expressive Arts, Social Studies, Science and Technologies. The layout of the IDL jotter should mirror that of Daily Writing.

**Glencarin Primary Jotter Policy Guidelines**

**IDL Jotters**

|  |  |
| --- | --- |
|  | Early (P1) |
| Jotter Type | ½ Blank ½ lined  Worksheets filed/pasted into jotter |
| Layout | Teacher date at start of year e.g. 20/08 (use stamp if available)  Full written date in January  e.g Monday 20th August (no underline)  Miss a line to begin work |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate |
| Assessment | Simple evaluative comment or use of Good work stamper/sticker |
|  |  |

**Glencarin Primary Jotter Policy Guidelines**

**IDL Jotters**

|  |  |
| --- | --- |
|  | First (P2) |
| Jotter Type | ½ Blank ½ lined |
| Layout | Full written date with year  Title under date  No underline  Miss a line to begin work |
| OLI/SC | Verbally discuss OLI/SC  Paste into jotter if appropriate |
| Assessment | Simple evaluative comment or use of Good work stamper/sticker |

**Glencarin Primary Jotter Policy Guidelines**

**IDL Jotters**

|  |  |
| --- | --- |
|  | First (P3) |
| Jotter Type | 15mm lines |
| Layout | Full written date with day, date, month and year  Title under date  Underline date & title  Miss a line to begin work |
| OLI/SC | Miss a line after date then write OLI Verbally discuss SC |
| Assessment | Simple evaluative comment or use of Good work stamper/sticker |

**Glencarin Primary Jotter Policy Guidelines**

**IDL Jotters**

|  |  |
| --- | --- |
|  | First (P4) |
| Jotter Type | 10mm lines with blank LHS page |
| Layout | Full written date with day, date, month and year  Underline date & title  Miss a line to begin work |
| OLI/SC | Miss a line after date then write OLI Verbally discuss SC |
| Assessment | Simple evaluative comment or use of Good work stamper/sticker |

**Glencarin Primary Jotter Policy Guidelines**

**IDL Jotters**

|  |  |
| --- | --- |
|  | Second (P5, P6, P7) |
| Jotter Type | 8mm lines with blank LHS page |
| Layout | Full written date with  day, date, month and year  Title under date  Underline both date & title |
| OLI/SC | Miss a line after date - write OLI Verbally discuss SC |
| Assessment | Simple evaluative comment or use of Good work stamper/sticker |