

St Michael's Primary School



Policy Statement on Language

2026- 2027



Q.I. - 1.1, 1.2, 2.2, 2.3, 3.2

St Michael's Primary School

Policy Statement on the Use and Presentation of Language Jotters

2026 - 2027

These guidelines have been formulated to offer clear and concise guidance leading to improved classroom practice and cohesion of policy.

Good Practice should include.

- **Classroom Teacher/Learning Assistant to sign and date page when individual help has been given to the pupil.**
- **Assessment activities should be completed in children's Latest and Best Jotters.**

Regular Daily Writing/Cross Curricular Jotter - Green

- Language tasks linked to reading programme from Ability Reading Groups
- Targets should reflect pupils ability
- Core and where appropriate compositional targets are displayed
- Can also include Spelling and Phoneme tasks including evidence of RWI strategies being used throughout school, colourful semantics etc
- Weekly formal Handwriting lessons
- Other tasks may include those linked to IDL areas

All tasks should be planned appropriately, considering writing levels and types of genre.

Examples of inter-disciplinary writing contexts could include:

- Social Studies including IDL - recount, diary, biography, reports, tourist guide leaflets, letters, posters
- Sciences and Technologies - experiments, instructions
- Health & Wellbeing- leaflets, discussion, persuasive writing

Weekly taught lessons - Yellow

- **Contents page used to indicate balance of genre taught (P2 can use a printed sheet)**
- Narrative (Imaginative/Personal/Class Novel)
- Recount
- Persuasion
- Explanation
- Instructions/Procedures
- Report/Information
- Discursive
- Writing will incorporate Talk for Writing strategies and methodology on themes including topics/environment etc, where appropriate and familiar texts.

- **In line with NLC Revised Active Literacy Guidelines, P1 focus on recount, narrative, persuasive & instructions only**
- **P1 use their green jotter only till the smaller line size Oct- Christmas.**

Presentation of Language Jotters

Language Jotters include;

Pr. 1 – 3

(green and yellow jotters)

- Date at left of page on the top line
- The date should be written e.g. 08.01.09
- Title, if any should also be on the top line next to the date and should be linked to the Learning Intention, e.g. 1st Join
- If using a ruler (from P2), then both date and heading are underlined on the next line

Pr. 4 – 7.

(green and yellow jotters)

- Underline previous day's work with a ruler.
- Date in margin, dots to separate e.g. 16.01.09
- Heading on same line as date.
- Heading to be linked to the learning intention.
- Miss a line under date and heading, draw a line with a ruler.
- Subheading to be kept to the left hand side.
- Miss a line before starting work.
- Numbers in margin.
- No missing lines between individual answers but between different sections, if applicable.

Pr. 2 – 7

(yellow writing jotter)

- (P3-7) Each jotter to use first page as contents page detailing date, title of story and target
- (P2) Each jotter to have contents page stuck into front cover detailing date and genre taught

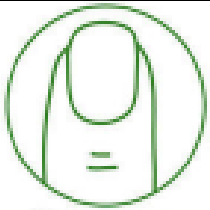
Note - Formative assessment procedures to be evident, including correction code adhered to.
(see appendices 1 & 2)

All language work should have self or peer assessment clearly completed on the page and any comments must be linked to learning and heading.
e.g. S.A or P.A. should be noted in the margin with the face/symbol that's relevant.

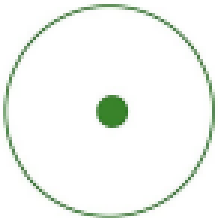
Self Assessment P1-3



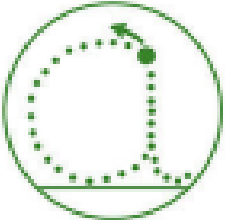
Capital Letters



Finger Spaces



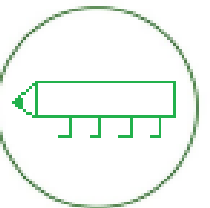
Full Stops



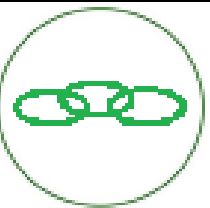
Form letters correctly



Use my sounds for
spelling



Write on the line



Joining Words

SELF ASSESSMENT P4-7

Appendix 2

Symbol	Meaning	Pupil Action
sp	Spelling mistake	Find the correct spelling in a dictionary.
	Word missing	Find and insert missing word above the symbol
ww	Wrong word used	Rub out and insert the correct word
p	Punctuation mistake	Correct punctuation
n/p	New paragraph needed	Take greater care next time
	Full stop missing	Insert missing full stop
	Capital letter missing	Find and correct
	Capital letter not needed	Find and correct
n/s	Does not make sense	Redraft