

Buckingham Park Church of England Primary School

Presentation Guidelines – Written Work

1. You should always work in pencil unless your teacher has told you that you may work in pen.
2. Draw a single, straight line with a pencil and ruler under the most recent piece of work.
3. Put the date on the next available line. Use words unless told otherwise by your teacher. E.g. Friday 9th September.
4. Underline the date using a pencil and ruler.
5. Move onto the next line and write the title. Underline the title using a pencil and a ruler.
6. Miss a line and then start your writing.
7. If you are writing sentences or answers to questions, number each question carefully in the margin.
8. Write neatly.
9. Diagrams or pictures must always be in pencil.
10. If you make a mistake, rub it out or cross through your mistake with a single straight line.
11. Use each line unless your teacher asks you to do otherwise.
12. Start each line on the left hand side next to the margin.

Monday 3 October 2016

3 Sentences

1 Buckingham Park is a great school.

2 We take great care when writing.

3 Mr Waldron is a fabulous headteacher!

