

**Hillcross Primary School**  
**Presentation of Work**

- Writing will sit on the line (including any writing in maths books).
- Writing will start by the margin.
- Writing will continue to the end of each line.
- Writing will be in cursive script.
- Letters will be formed legibly and of an appropriate and consistent size.
  
- There will be one digit or symbol in each square when recording mathematical learning.
  
- From year 3 all children will write in pen in all subjects.
- Pencil will be used to draw lines and pictures/diagrams.
- Where mistakes are made they will be crossed out neatly with one straight line using a ruler and a pencil.
- No felt tip pens will be used directly into work books.
- Rubbers are only to be used at the discretion of the teacher.
  
- Books will be stored carefully to ensure they remain in good condition.

