

Newington Primary School

Jotter Policy



Review - January 2025

Rationale

At Newington Primary School, we believe in having high expectations for all of our learners. We want all teaching staff to give high quality feedback to their pupils and we want all children to take pride in their work and present it as well as they can.

Purpose of Policy

- To ensure a consistent approach to layout and presentation
- To promote high but achievable standards for all learners in layout and presentation
- To ensure that all learners receive focused, meaningful feedback which allows them to make progress in their learning

Expectations of Pupils

Teachers should make sure that their pupils know what is expected of them with regard to presentation of their work.

- Each piece of work should have a title and a date which is underlined with a ruler
- Pupils should use their best handwriting at all times, joined as appropriate for age and stage
- In Maths/Numeracy, pupils should use one number per box
- Where sheets are stuck into jotters, they should be trimmed to size
- Feedback from teachers, whether verbal or written, should always be acted upon
- Corrections will be completed

Expectations of Staff

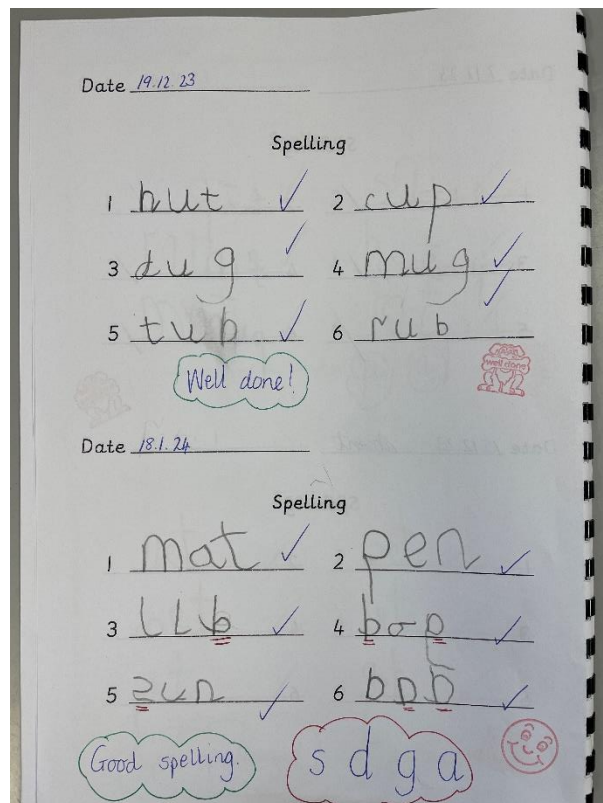
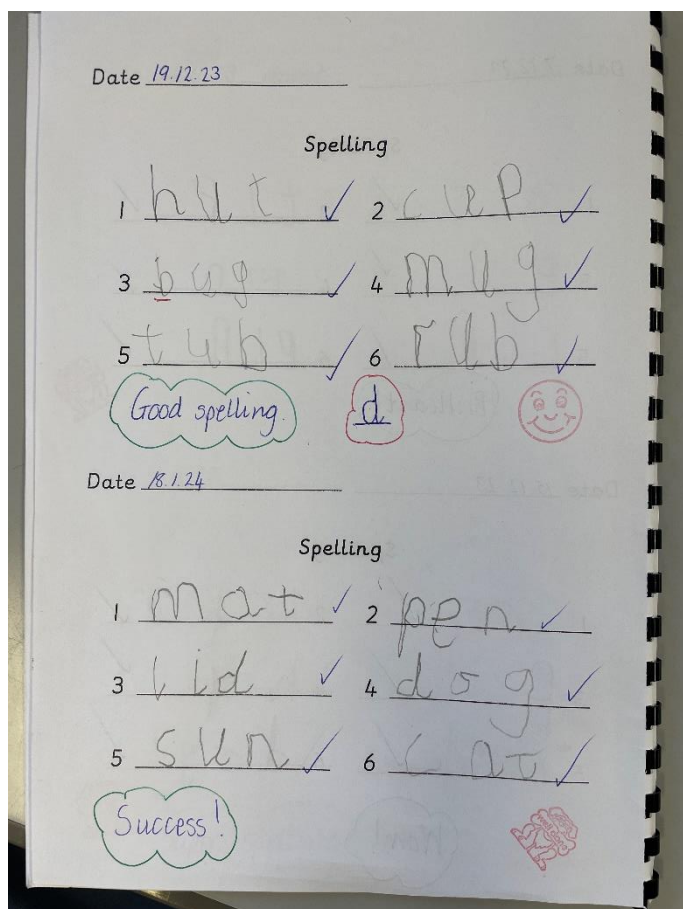
- All work is marked regularly
- Feedback should be linked to the Success Criteria of lessons
- **Success, Tip/Think, Target** feedback is given where appropriate using green and red colours or stampers
- Pupils should have regular opportunities to use peer and self-assessment in their jotters
- Handwriting lessons should take place regularly
- There should be evidence of praise, for example stampers and stickers, when giving written feedback in jotters

Expectations of SLT

- SLT will undertake monitoring of jotters as part of Quality Assurance activities
- Staff will receive feedback on jotters which are monitored
- When observing classes, SLT will look at jotters informally

Appendix 1 - Examples of jotters/work from each CfE level


Early Level




First Level

5.2.24 Nelson Comp 3: Unit 2: Looking for Information

1. The title of the book is All About Animals. ✓
2. You will find the contents page at the front of the book. ✓
3. You will find the index page at the back of the book. ✓
4. The book has 6 chapters. ✓
5. The title of chapter four is Fish. ✓
9. The information is in the chapters. ✓

 **Success:** Great answers


 **Tip/Think:** Please remember capital letters for titles


29.1.24 FOCI UNIT 7: Shape poems

1. The first poem is about a house made by Jerry. ✓
2. The roof of the house has a chimney and it is tilted. ✓
3. The wind blows through the window because it is open. ✓
4. The second poem is about a hippo in the water. ✓
5. The hippopotamus just pretends to be under the water. ✓

Thinking about it

1. I think askew means it is tilted. ✓
2. I think the wind was blowing through because it has a little crack in it. ✓

 **Success:** Much better answers.

 **Tip/Think:** Use a rubber when needed.

Second Level

Wednesday 15th November 2023

Spain

Non-Chronological Report Success Checklist

	Self assessment	Teacher assessment
I have written an appropriate title to tell the reader what the report is about.	✓	✓
I have included an introductory paragraph to provide a brief overview.	✓	✓
I have only written in the third person (he, she, it).	✓	✓
I have written in the present tense.	✓	✓
I have used three examples of technical language.	✓	✓
I have used subheadings to separate paragraphs.	✓	✓
I have only included accurate facts.	✓	✓

Spain is a country in the south west of Europe.

Where is Spain?

Spain is in Europe and it shares borders with Portugal, France, Atlantic Ocean and the Mediterranean Sea.

Population and Main Cities

The population of Spain is approximately 47,000,000.

The capital city of Spain is Madrid. ✓

Spanish Cuisine

A popular dish in Spain is paella. Another popular dish is chorizo. ✓

Tourist Attractions

The most famous place in Spain is The Sagrada Família. ✓

Another famous place is Plaza de España. ✓

Did you know?

An important part of Spanish culture is flamenco dancing. ✓

✓ Success Good accurate facts

💡 Think I believe you are capable of pushing yourself further. Aim for more detail in your sentences and an appositive next time.

Wednesday 6th September 2023

Cats v Dog

Compare and Contrast Success Checklist

Has four clear paragraphs. Introduction, similarities, differences, conclusion.	✓ ✓
Similarities and differences paragraphs have an introductory statement. Eg- A + B have many similarities.	✓ ✓
Similarities and differences paragraphs have at least 3 quality openers each. Name them in the box opposite.	Although Another ✓
Conjunctions have been used to add extra detail. But, so because, however... Name them in the box opposite.	Such as and ✓
Quality vocabulary is used.	companion, adventures, mammals ✓
Mainly accurate spelling.	✓ ✓
Neatest handwriting.	✓ ✓

Cats and dogs are both popular pets in the UK by humans.

Cats and dogs have some similarities such as they are always loved by their humans. Cats and dogs are both mammals so they don't lay eggs they have live young. They are both companions so

they adore their humans. ✓

Although they are similar they also have many differences such as dogs wag their tails when they are happy and cats wag their tail when they are that.

Another difference thing is a dogs like going on adventures and cats are more lazy. Some similarities are they both are loved by humans and differences are dogs like going somewhere and cats are lazy like to stay home. Although they are different they are still popular pets to be owned by humans. ✓

✓ Success Super effort!

💡 Think Keep working on the missing two lines to show a new paragraph

Jan