



Improving your work

What Our Marking Symbols Mean

^	Word left out, or more writing needed here
CL	Incorrect capital/lowercase letter
FS	Full stop error
Sp	Spelling error
?	This part is confusing. Your teacher can not read or understand what you have written.
~~	Poor grammar is shown by a wiggly line
/	New line or paragraph needed
o	Punctuation missed or incorrect is shown within the circled area
✓	Correct maths work or we have checked over this work and like what we see
●	Maths work to be corrected

- Please correct any mistakes highlighted in pink or marked with these symbols using your red polishing pen.
- Make sure that you have responded to all **comments** to **improve** or **correct** the work that has just been marked.
- Choose 3 spelling errors from each piece of work to write out 3 times underneath the work.
- Think about the **Next Steps** your teacher has suggested for your next piece of work.



Marking your effort

E3 Outstanding effort

You have tried your best and made a lot of effort to complete the work set.
 You have worked hard and taken care to complete the task to the best of your ability.
 It is well organised and you have tried to present it well.

You will receive a Praise Postcard sent home to your parents for this work.

E2 Encouraging effort

You have tried to complete the work set.
 You have worked reasonably hard to produce work of a good standard in relation to your ability.
 Your work is organised and you have tried to present it well.

E1 Some concerns

You will need to make more effort next time as this piece of work is considered below the standard of which you are capable.
 Next time think about the time you spend; how much care you take over your presentation and how you organise your work.

If you do not improve a letter will be sent home.

E0 Unacceptable effort

Your work is unacceptable because either:

- You could have tried much harder. Not much effort seems to have been made and the work is well below the standard of which you are capable; or
- Your work was not completed and/or not handed in by the deadline.

Your teacher may give you Reflection Time for you to complete this work.



Your work is really important to us.



We want you to show us the **best** you can do.

Here are our **Top Tips** to help you meet our expectations.

- ✓ Write in pencil or use a Handwriting ink pen only when you have your pen licence.

Setting out your page

- ✓ Put the full date e.g. Monday 26th May for written work and short date, 26/05/16, for Numeracy on the left side.
- ✓ Write a clear title in the middle of the top line for each piece of your work, underlined with a ruler.
- ✓ Write the learning intention (WALT) on the next line.
- ✓ Rule a margin, one square wide, down the left side of the page. Fold the page when you do calculations.
- ✓ Question numbers should be in the margin. Use a ruler to draw a margin if there isn't one there.
- ✓ Leave one line between each paragraph. Squares for number work should have a digit inside the square



Keep it smart

- ✓ **Draw** all diagrams, tables, graphs and pictures **in pencil** and using a ruler where a straight line is required, but remember your labels are written in pen.
- ✓ Colouring pencils, not felts or gel pens, are used in your exercise books.
- ✓ Loose worksheets are neatly stuck into your exercise books and are labelled and trimmed to fit the page.
- ✓ Books are stored in a place where they will be safe and clean. Graffiti should not appear on or inside them.
- ✓ You do not use Tippex, or any other type of correction fluid. Your mistakes can be **neatly** crossed through in pencil with a ruler. Like this ~~missstake~~
- ✓ Your teacher will write comments about your work or give an effort grade at the bottom of your work. You should read these to see how your work can be improved.
- ✓ You may need to do a 'follow up' task eg if you need to do corrected spellings.