

New exercise books/ focus on presentation and handwriting additional information. – originally Spring term 2022- [updated for Sept 2022](#)

- Please make sure you read these notes, and the 'Presentation at Kingsway' document carefully before the children start to use their new exercise books, so we can make sure we are using these consistently.
- We've discussed which size lines the children are going to start on but if you are not sure, take time to find this out using the photocopied pages on the first day back.
- The yellow books are for English – writing, reading, SPaG, spelling, handwriting. Please write the subject on the front as **English**.
- The green books are for all other subjects. Please write the subject on the front as **Learning Journals**.
- The red books are for **Science**.
- We have cream books that are for **Extended Writing**. We will sort these once we are sure which lines are best to give each child, as these will move through the school with them.
- Please ensure the children's names are written on the front, along with the class (for example Team 3) and the subject, in black ball-point pen (not biro) by an adult. Please do not let children write their own names on these.
- You have plastic covers for these books to keep them neat and tidy- please emphasise to the children that they are not to doodle on the front of these and that we must take pride in our new books.
- Please take time to discuss the contents of the 'Presentation at Kingsway' document and the presentation contract with the children, in an age-appropriate way, before they use their books. Please spend time teaching the children how to set out and present their learning correctly and reinforce this each lesson to begin with.
- I've attached editable presentation contracts. Please edit this for your class, print on A3, have the children sign as part of your lesson on this and display in your classroom.

- Please focus praise/Dojos on this. Make an example of those children showing a great attitude to this.
- Please ensure you are teaching our new handwriting scheme regularly (ten minutes daily), as we need to have a big focus on this.
- I have attached the format to be used if you are typing the I am learning for the children (KSI and for those children who struggle with writing in KS2).
- Please use these new fonts for anything you are typing/creating to go into the children's books from now on. Any PDFs of resources we are using won't be able to be changed, so don't worry about that.
- Please note, that in order for the joined font to join correctly, there are some additional options you need to change. I have attached the document which explains how to do this.
- I hope this all makes sense- please let me know if you have any questions

😊 Thanks everyone 😊