



St Stephen's
CE Primary School

School Book Policy

Date of Sign Off: February 2025

Date of Review: July 2027



"Learning, loving and growing together as God's children"

This policy is set within the context of our school vision where we want our school to be a place where:

- everyone feels safe, welcome and valued.
- everyone feels excitement, joy and challenge through developing their God-given gifts to achieve.
- everyone flourishes and excels, grows in character, faith and wisdom and develops hope and aspiration.
- everyone is equipped to move on in their journey with confidence, resilience and motivation.
- In partnership with others we seek to serve and make a valuable contribution to God's world.

This policy seeks to establish expectations for all staff and to promote continuity and coherence across the school.

Aims of the Policy

Through this policy we aim to;

- Develop high quality learning books that children are proud of
- Develop children's self-esteem through pride in their learning outcomes
- Evidence of high expectations for all children
- Create a consistent expectation across school

Subject Specific Books

To ensure consistency across school, all pupil books will be the same colour and size were possible.

- English books-Year 1-light blue 10mm A4
- English books-Year 2-light blue 8mm +margin A4
- English books-Year 3-6 -light blue 8mm+margin A4
- Maths books-Year 1 and 2-red 10mm A4
- Maths books-Year 3-6 red 7mm A4
- RE books-Year 1-6-purple 8mm +margin A4

- Science-Year 2-6 Light green 8mm+margin A4
- History and Geography books-Year 2-6 dark green 8mm+margin A4
- Art and DT books- Year 1-6 black plain –A4
- Home learning-Year 1-6 yellow 8mm +margin A4

Fonts

To ensure consistency and across school and development of handwriting, the following fonts are to be used and staff handwriting should be modelled in this style.

- National Primary MAG for EYFS and Year 1 to develop correct letter formation.
- *Twinkl pre-cursive light for Year 2*
- *Twinkl cursive looped light for Year 3 to Year 6.*

Book Expectations

- Books should have the child's name typed on to the school book label.
- Books should be stored in a way that ensures they will be protected from damage
- Books should be free from 'graffiti'
- Children should be taught to treat their books with care and these expectations should be modelled to them by all staff members
- Books should all display the presentation promise
- Children should be writing the date and LO: in their books. Exceptions can be made for SEND children or children in EYFS and new to Year 1. Children in Year 1 should use the DMTM (Date, miss a line, title, miss a line) model and Year 2 upwards should use the DUMTUM (Date, underline, miss a line, title, underline, miss a line) model. Year 2 children should be expected to underline by the Summer term.
- Children are expected to have correct letter formation. They should begin their pre cursive journey in Year 2 and be accurately joining by Year 4.
- Children should take pride in all of their learning. Errors should be erased or have one neat line drawn over the error.
- Staff should mark in pink pen and demonstrate the correct letter formation that is expected for the Year group they teach.

- At the beginning of each new topic, the St Stephen's topic introduction sheet should be stuck neatly in to books.
- Full worksheets should not be stuck in to books. Exceptions can be made for WAGOLL sheets in English books but full worksheets should not be seen in any topic. Where something needs to be stuck in a book it should be done so, neatly. Placed in the book straight and glued to the edges to avoid 'flapping' corners. These expectations will need to be modelled to the children.
- Children should be writing on the lines or in squares where ever possible.
- Children should be trained to find the next clean page and adults should check to ensure consistent continuation of learning.

WAGOLLS

