

# BPSP'S NON-NEGOTIABLES



In all books...

- ✓ Always use a blue handwriting pen for writing.
- ✓ Draw all lines with a ruler and a pencil.
- ✓ Write the long date on the left hand side.
- ✓ Leave a line between the date and title.
- ✓ Underline the date and title with a ruler and pencil.
- ✓ Write PIGS in the margin by the Learning Objective/Title
- ✓ Only use pencils for colouring.
- ✓ Cross through mistakes with one straight line, using a ruler and a pencil.
- ✓ Use a purple pen for editing and responding to feedback.
- ✓ All sheets should be trimmed.



In Maths books...

- ✓ Use a pencil at all times
- ✓ With a ruler, draw a margin on the left side of the page, 2 squares in. Use this to write the question numbers
- ✓ Put the short date on the left hand side.
- ✓ Show the level of work that you are doing (e.g. yellow or green)
- ✓ Put no more than one digit in a square
- ✓ When writing words, be as neat as you would be in your English book
- ✓ Set work out 2 squares away from the margin
- ✓ If you make an error, rub it out or put one horizontal, ruled line through it

