



Four Swannes Presentation of Work Policy

Aim

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure expectations are raised by all staff and engender in all children a sense of pride in how their work should look. If children's work is not up to required standard for that child then it will be rewritten or finished off in their own time.

General Points

Do's

- Both sides of the paper should be written on and each page filled before turning to the next.
- Each piece of work must be dated on the left. As a model for this the teacher must write the date on the board. The short version of the date, with "dots", i.e. 24.03.10 is to be used in Maths books, but the long version in all other subjects. Children should know how to spell the days of the week and months of the year. The date should be underlined using a ruler and pencil/pen. For early years/KS1 or SEN where appropriate the teacher/teaching assistant will write the date and LO. (It could be printed on computer, photocopied and stuck in too)
- Each piece of work should have a title modelled on the board by the teacher. This should be the objective for the task and should be started on the left hand side under the date and underlined using a ruler.
- Children will write on every line. The only exception to this may be during a creative /extended writing activity where teachers may need the space to correct any errors clearly or where the child may need the space to re-draft and/or include new ideas.
- In Key Stage 2, lined exercise books that do not already have a printed margin must have a pencil margin drawn down the left hand side of every page, which is a consistent width, i.e. the width of the ruler. (This is not necessary in Key stage 1 where $\frac{1}{2}$ lined, $\frac{1}{2}$ plain pages are used). If the worksheets have to be used they should be trimmed with a paper cutter and stuck in neatly in the book so that no edges stick out.
- Any mistakes should have a single line drawn through them. The correct version should be written on the same line or above the mistake, wherever is most appropriate.
- Colouring pencils only should be used to colour in.

Dont's

- Tippex is not allowed.
- Rubbers should be used sparingly as they can make more mess by smudging the page.
- Children should not write or draw anything on the covers of any exercise books or make doodles.
- There should be no use of felt tip pens or gel pens in any book unless it has been drawn on a separate sheet and neatly stuck in.
- Children should not do fancy, squiggly, loopy letters, do large circles over i's or colour in centres of letters.
- They must not overwrite their own or the teacher's writing.

The progression of style.

- Early years and key stage 1 pupils should use pencil. Pen should be seen as an incentive for any Year 2 child who consistently joins up handwriting in a neat, fluent style.
- In key stage 2 the majority of children should be using pens unless they have no fluent, cursive style or if they are consistently untidy. Children should only use a blue Berol handwriting pen which can be purchased from the school office. They will not be allowed to use pens from home. If they become messy in pen they are to revert back to using pencil until such time as the class teacher feels they are ready to write in pen again.

Other Subjects

Maths

- In all classes, when doing Maths, pencil should be used. Pencils should be kept sharp.
- For those children using squared pages, each digit should be written in a separate box to assist with understanding place value.
- Number of questions should be put in margin followed by a bracket 12) Not 12. as this can be confused with a decimal point. No question numbers should have a circle around.
- A title may be a text book heading and page reference number.
- All lines should be drawn with a ruler; this includes answer lines for vertical sums, tables, graphs and all straight sided shapes.

Science

- Rulers must be used for any diagrams that need straight sides represented.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in ink if appropriate.
- Any colouring should be done using colouring pencils.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already Printed.
- Plain pages should be used for diagrams or sticking in worksheets or ICT work linked to the subject.

History / Geography /R.E./French/PSCHE/Other

- All diagrams and maps should be drawn in pencil. •

Only colouring pencils to be used.

- See notes above that refer to use of plain pages for diagrams.

- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed.

Teachers

Marking should be in line with Marking Policy.

Examples of Presentation steps - to be displayed in all classrooms

For every new piece of work -

Step 1 - Date and underline, with a ruler. Step 2

- Title and underline, with a ruler. Step 3 -

Ensure your handwriting is neat.

Things to think about -

Fill in the whole page

Use a ruler and pencil when drawing straight lines

Draw a margin neatly in pencil the width of your ruler on lined pages without a printed margin

Always use colouring pencil to colour in

Policy agreed by staff May 2012 signed.....Head Teacher

Reviewed: May 2016

Next Review: May 2017