

South Hiendley Primary School

Presentation of Work Policy



Principles

- That all pupils will be taught the importance of clear and neat presentation in order to communicate their meaning effectively
- That all pupils will be encouraged to develop a sense of pride in the presentation of their work
- That the school recognises this policy's role in raising standards

Handwriting

Children will be taught joined up handwriting from Year 1 onwards, and will change from using pencil only to pen in most subjects, but not maths, around Year 3. There may, of course, be exceptions, and these will be based on individual assessment in exceptional circumstances. Children will be allowed to write using black ink only, using the school's handwriting pens. The use of biro is generally not allowed, except in exceptional circumstances. Handwriting will follow the specified school scheme. It needs to be taught (letter formation and joins).

Nursery and Foundation children will be taught to form letters using upstrokes and flicks at the teachers' discretion if and when an individual child is ready.

Presentation in English books

NB This will also apply to science, topic and other non-core subject work when this policy is relevant to the task

Setting Out

The **date** will be in the top left hand corner of the page. In Key Stage 1, it is acceptable for this to be in numerical form. (e.g. 16.9.13)

In all other circumstances this must be in longhand version (e.g. Monday 16th September 2016).

- The **date** will be underlined in pencil using a ruler. If the work is headed by a **title**, **LO** or **both**, these also will be underlined in pencil using a ruler.
- One line space should be left under the title.
- A **margin** is necessary in all books with written work from Year 2 upwards. Some books may already have these when purchased. No margin is required for Numeracy. The margin should be approximately 2cm wide and not a ruler width.

Any **numbering** required in a piece of work (except maths) should be in the margin. In all subjects the question number should be written followed by a dot. In maths, a suitably-sized space should be left between numbering and the digits of the calculation itself.

When writing, **paragraphs** do not need to be indented but should have a line space between them. When children are ready, they may start to indent, in which case the line space will no longer be necessary.

Guidelines must be available in all classrooms for use whenever work is being done on plain paper. These should be laminated to preserve them. They may be attached to the paper using paper clips or spines.

Diagrams and Maps

All labels (upper or lower case as required) should be indicated with a ruled pencil line. Labelling should be written horizontally in pen.

Sticking into Books

When worksheets are used, these should be trimmed or folded to fit the book so that none of the worksheet sticks out from between the pages of the book. However, children will be encouraged to become independent when sheets are being stuck into books, and allowances will be made whilst they work towards perfecting this skill.

Felt Pens

These should not be used in any workbook, as they tend to "leak" through the paper. If being used for artwork, then it is up to teachers to use their professional judgement.

Mistakes

Tipp-ex and eraser pens should not be used. In the event of a mistake being made in pen or pencil, a single line should be drawn through it using a ruler. The use of rubbers should be discouraged.

New work, new page

In all books, a fresh page should be used for each new piece of work.

Front of book

Books will be labelled using electronically produced labels stating the year group/class and curriculum area. The name of the child will be typed or added neatly and clearly using the school's handwriting style.

Defacing

Children must not, under any circumstances, be allowed to deface any book by doodling, filling in letter shapes, or by any other inappropriate use of their pen or pencil.

Presentation in Maths books

Setting Out

The **date** will be in the top left hand corner of the page and written in numerical form. (e.g. 16.9.13) Date stamps will not be used.

Towards the end of Year 2 and throughout Key Stage 2, the **date** will be underlined in pencil using a ruler. If the work is headed by a **title**, **target** or **both**, these also will be underlined in pencil using a ruler.

- One line space should be left under the title.
- Margins will be used in Lower Key Stage 2, and in Upper Key Stage 2 when necessary.
- When appropriate, pages will be folded in half. This may apply when doing calculations, fractions etc. and will be employed when deemed necessary by the teacher.
- When recording, each number should be written in a separate square. Any question numbers should be written followed by a dot and a suitably-sized space should be left between numbering and the digits of the calculation itself.

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This policy was reviewed in September 2018