



Presentation Procedures

We expect children to present their work neatly to the best of their ability across all areas of the curriculum.

Children should write in HB pencil until a legible and fluent cursive script has been established, when they can begin using pen. Some children may benefit from initially using triangular grip pencils and then moving onto standard grip pencils.

There is no set year when the switch to pen should take place, it is up to the teacher to use their judgement. However, it is likely that the majority of children will begin writing in pen in years 3 or 4. Children writing in pen should use a handwriting pen provided by the School.

All maths work should be produced in pencil in all year groups. Colouring pencils, gel pens and crayons can be used in exercise books. Felt-tip pens should not be used. When underlining key facts, coloured pencils should be used. Diagrams must be drawn in pencil.

Lines to labels must be drawn in pencil using a ruler.

Children may use rubbers to rub out mistakes in their work, or they may rule a neat line through the error. Investigation and problem-solving activities may appear with errors, but the purpose of this is to record pupil's process of thinking and shows the 'working out'. If children make a mistake when writing in pen, they should put a neat line through their error. Correction fluid (tippex) is not allowed. Children will use purple pen when self-marking their work.

Children may sometimes use notebooks / jotters or draft books. Similar standards of presentation are not expected in these types of books.

Books and Folders

All books should be labelled clearly and neatly with children's name and class. Children are not allowed to scribble or doodle on the front cover of their books or on any of the pages.

Where sheets are stuck into exercise books, staff should make sure that these are trimmed beforehand to an appropriate size or folded and then glued in. This will ensure that edges do not stick out of the sides of books and books look tidy and well maintained.

Dates and Titles

All work must be dated from Year 2 upwards. Some examples of work produced by children in the Foundation Stage will also be dated where appropriate.

Mathematics

In maths a short date should be put at the start of a piece of work. The teacher should insist on a neat presentation of work. Depending on the size of the squared paper



being used, this may involve leaving a line between the date and any title/WALT.

Remaining Written Subjects

In written work a long date should be written at the start of a piece of work by the majority of children from Year 2 upwards. Children in Year 2 will generally start to use the long date from term 6. However, in all cases, this is at the discretion of the teacher. We recognize that this will not be appropriate for all children, for example those with additional educational needs. For younger children or those who require additional support, the teacher or teaching assistant might date the piece of work.

When a title is to be written, the children will miss a line between the date and the title, and another line between the title and commencing their work. If a WALT is written in place of a title, the same process should apply with a line left between it and the date. For younger children or those who require additional support, the teacher or teaching assistant might date the piece of work.

The majority of work from Year 3 upwards should have a title relating to the learning objective.

All dates and titles from Year 3 upwards should be underlined with a ruler in pencil. Children should rule off in pencil before starting a new piece of work, so a new page does not need to be started for each new piece of work.

Handwriting

We teach printed writing in Year R. We transition to cursive handwriting over the course of Years 1 and 2, with the expectation that children will be using cursive writing by the end of Year 2. Additional support is provided for those children who require it. Children are encouraged to form letters clearly and to write to the best of their ability in all subjects. Staff should model handwriting when writing in children's books and on the interactive whiteboard. The neatness and presentation of teachers' writing should serve as an example to the children.

Children are encouraged to take pride in the presentation of their work. We provide explicit rewards for doing so, awarding golden pencils and pen licences in celebration assembly to those who continually present their work in a neat manner.

Monitoring and Policy Review

Standards of presentation will be monitored by the Senior Management Team as part of the schools monitoring timetable. Feedback is provided to staff.



Maths Journal

Work in the maths journal should be presented such:

Date: 21/02/18

Step 1: Change time in hours into minutes

Problem

