

## **Presentation Policy** (September 2011)

### **Aims**

- To maintain a high quality of work presentation across the school
- To ensure consistency of work presentation across the school
- To help the children develop a sense of pride in their work

### **General Guidelines**

- No teacher will accept untidy or messy work – children will be expected to repeat unacceptable work.
- All classes to follow the Handwriting Policy (attached)
- All work to be dated and titled (lesson objective) – including homework and worksheets
- The Year 1 teacher to include the date and title on all worksheets.
- The children in Year 2 to be taught where to write the date and title themselves (if it is not already written on the worksheets).
- Pencil margins to be used as much as possible, commencing in Year 3. Question numbers to be written in the margin.
- All dates to be written on the right hand side – can be short or long version, at the teacher's discretion.
- All pages to be filled up (at teacher's discretion) and no pages missed out.
- Self and peer assessments eg pupil comments, smiley faces and traffic lights to be done neatly in pencil and initialled.
- No doodling or scribbling on the front cover or pages.
- Blue ink only (Year 6 and Year 5 pupils when ready NB no other years)
- Erasers and eradicators can only be used at teacher's discretion
- If the above is not used, a single line to be drawn through the mistake.
- NB All lines drawn with a pencil and ruler
- NB Worksheets trimmed to fit pages
- DUMTUMS – stands for date underline miss a line title underline miss a line start. Juniors only.
- No felts used on books directly, can be used on worksheets, at teacher's discretion
- Presentation reminder sheet to be produced and to be stuck in the front of the exercise books and as an aide-memoire in the classroom (personalised for each teacher)
- Similar guidelines apply to work produced on the computer dependent on the task
- A 'Neat Presentation' certificate to be awarded termly to a boy and girl in each class.

### **Additional Numeracy Guidelines**

- Maths work will always be written in pencil (sharp)
- The pages in the Junior exercise books will be divided into two columns, as appropriate

- All work to be dated, including the pages in the Year 1 and Year 2 workbooks. Juniors to underline the date with a ruler
- All new work in the Juniors to have a title (LO) and underlined with a ruler
- Work is coded c (classwork), s (support), e (extension) or h (homework) – NB These codes may be used for other subjects, where appropriate
- A space to be left between each question
- Sums to be written in straight columns, with each digit and sign in its own square
- No rubbing out wrong answers – put a neat line through them
- The word ‘correction’ or c to be written by any corrected work
- Year 5 and Year 6 should use margins for question numbers
- Investigative work need not be set out formally, as appropriate

### **Additional Humanities/Science Guidelines**

- Front page at the beginning of each topic to include a glossary of words (can be completed by the children)
- AFL strategy used for each topic ie Complete a grid or equivalent of ‘What I already know and ‘What I want to know’ at the beginning of the topic and ‘What I have learnt’ at the end of the topic.
- All diagrams and lines drawn in pencil, using a ruler, where appropriate

**NB The presentation of all work will be monitored by the Headteacher as part of her weekly monitoring and by the teachers on a termly basis**

### **Outcomes**

- The presentation of all work will be of a high quality
- There will be consistency of presentation across the school
- Children will take pride in their work, following the agreed guidelines and to take time to present their work to the best of their ability.