

Holy Family Catholic School

Policy on Presentation

2015



We live, love and learn together in the light of God by...

Praying together

Learning together

Playing together

And

Respecting each other.

Introduction

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.

General Points

- 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. 19.09.11 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.

- Each piece of work should have a Learning Objective modelled on the board by the teacher. This could 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.
- The end of one piece of work must be clearly shown by a line drawn across the page under any previous writing, including any teacher's comments. This must be drawn with a ruler using the lines already printed on the page as a guide and must be done before the book is used again.
- A new page should only be used if there are less than 4 lines left on a previous page.
- 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.
- Any mistakes should be crossed out neatly using one ruled line. The correct version should be written on the same line or above the mistake, wherever is most appropriate.
- Rubbers should be used sparingly as they can make more mess by smudging the page.
- The use of pen or pencil is determined by the guidelines set out in the Literacy Policy. Ink should be encouraged from year 4 onwards, although pencil may be of more use in some lessons such as note taking or drafting.
- Only pens issued by the school are allowed to be used in books.
- A child should not write or draw ANYTHING on the covers of any exercise books.
- A child should not "doodle" or in any other way mark any of the pages in their exercise books.
- Felt tip pens and gel pens should not be used in any exercise books. Colouring pencils only should be used to colour in.
- Drawings or diagrams must be done in pencil and straight lines drawn with

a ruler unless it is intended to be a rough sketch. If a plain page is needed this must be trimmed before being neatly stuck in.

- Teachers will be aware of children's ability levels and may need to differentiate presentation expectations accordingly.

Key Stage 1

- The writing of Dates and WALTs may depend on the ability of the children i.e. HA children writing the date in year 1.
- Children expected to complete maths work with 1 number in 1 box to benefit place value understanding.

Specific Subjects

English

- See notes above which refer to pieces of extended writing.
- Question numbers should be recorded in the margins.

Mathematics

- Numeracy work is to be recorded in pencil.
- A learning objective included.
- ALL lines should be drawn with a ruler, this includes answer lines for vertical sums, tables, graphs and all straight sided shapes.
- For those children using squared pages, each digit should be written in a separate box to assist with understanding place value.
- All question numbers should be noted and shown by a bracket, e.g. 2) as dots can be confused with decimal points.
- Any corrections should be written out again as a new sum, rather than being altered on the original sum.
- Left hand margins are to be drawn in maths books (no more than 2 squares) centre margins (one square) may also be used to allow for two columns of calculations.

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.

History / Geography /R.E.

- All diagrams and maps should be drawn in pencil.
- Only colouring pencils to be used.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed.