



Aims

- To provide a consistent approach to presentation throughout the school
- For children to take pride in their work

Key Considerations

- The vast majority of work should be completed in books, as this enables teachers and children to monitor progress more easily.
- On the few occasions worksheets are used, these should be dated and have the learning objective clearly identified. They must be cut down and stuck into books neatly.
- Books must be labelled by the teacher with the child's full name, class and subject.
- The children's books are a record of their learning and progress and therefore children need to take pride in looking after their books.
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work – Refer to Handwriting Policy

Guidelines for Setting out Work in Books

- Write up to the margin/side of page
- Question numbers or bullet points in the margin
- Date written on the left hand side in full form – Year 1 from the Summer Term
- Learning objective should be written under the date - Year 2 onwards
- Underline date and title
- All underlining should be done with a pencil and ruler
- Miss a line before starting work after the learning objective
- Start a new page for each piece of work
- Handwriting pens will be introduced from Year 3, when the child is able to write in a fluent, joined and legible style and have been awarded their Pen Licence
- Write on the line
- If squared paper is used then one digit per square
- Use pencil crayons for colouring and illustrating in books
- Errors should be crossed out with a single line – no scribbling
- Teachers to have their own book to use with the children under the class visualiser

Outcomes

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation expected which ensures that the children are clear about the standard required.
- Progression in presenting work between each class is evident and understood by all children and adults.



Perfect Presentation

Setting out your writing.

Date
Learning Objective

Remember capital letters!

When you are writing make sure your work goes up to the margin or edge of page and keep your writing sitting on the line and the same size.

If you make a mistake cross it out neatly - do not scribble out!

It is ~~raining~~ raining outside.

Start a new page for each piece of work.

Underline the date and learning objective with a pencil and a ruler.



Remember to:
Write in pencil or pen
Draw in pencil
Underline with a ruler

Keep your books neat and tidy.
No scribbling on the covers.



Use pencil crayons to colour in and keep the shading neat.



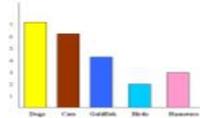
Use the space carefully on your page.



Write on the correct page and don't miss any.



Use a ruler and a pencil to draw tables, graphs and charts.



Perfect Presentation

Setting out your Maths.

Date
Learning Objective

One digit per square all the same size.

0 | 2 3 4 5 6 7 8 9

Underline the date and learning objective with a pencil and a ruler.



Remember to:
Write in pencil
Draw in pencil
Underline with a ruler

Keep your books neat and tidy.
No scribbling on the covers.



Use pencil crayons to colour in and keep the shading neat.



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