

Lewknor C of E Primary School
Presentation Policy
October 2014 – Review October 2016

Aims

To create a clear and consistent set of guidelines for the presentation of children's learning and to motivate each individual to present their work to the best of their ability.

Expectations

1. Date all work. Use the short date in all Maths, Science and for spelling tests. Use longer date in all other subjects, including day and month. Date to be on the right hand side of the page.
2. All work should be headed with a Learning Objective. If these are handwritten, they must be underlined with a ruler using a pencil (up to Year 3) or pen (from Year 3 onwards). Any printed Learning Objectives should be stuck neatly at the top of the piece of new work.
3. Half-used pages should be continued with new work. A line should be drawn (with a ruler) beneath the last piece of work before starting the next piece. If fewer than 4 lines are left on a page, a new page should be started. Both sides of every page should be used.
4. Handwriting should be joined from the beginning of Year 3. Once joined script has been successfully achieved, handwriting pens will be awarded by the Head teacher, the child will be given a special "pen licence" and the licence will be awarded during an achievement assembly. The pen may then be used at the teacher's discretion. (Year 4 onwards)
5. When correcting mistakes, pupils should draw a single line through the mistake or, if the work is in pencil, they may use an eraser to rub it out. No correcting fluid is to be used.
6. Correct use of margins should be taught and encouraged. A ruler must be used.
7. Diagrams should be drawn in pencil and lines to labels should be drawn with a ruler in pencil (unless directed otherwise by the teacher). Arrows should only be used for direction.
8. Mathematics work should be completed in pencil. Each square should be used for one digit only.
9. Children should not use felt pens for drawing or for colouring their work in their books. Colouring pencils only!
10. All work on paper, including any work that is in draft, should be carefully filed or stuck in the appropriate book. Paper should be trimmed. There should not be any paper overhanging the book edges.