

## **PRESENTATION of WORK**

At Springwood Heath Primary School we believe that it is important, for all staff, to help our children have a sense of pride in their work, regardless of ability or disability.

Teachers and support staff should encourage a high standard of presentation in all subjects. To ensure continuity of presentation and practice in presentation throughout the school:

- Children use 2cm or 2 square margins in their books as appropriate.
- A mini-margin to be used in maths books.
- Children follow the rule: leave a line, write the date. Leave a line, write the title. Leave a line begin.
- The large wide line at the top of the book is not used due to difficulty in gaging the height of the letters.
- Children rule off underneath a piece of work before starting a new piece of work.
- Each new piece of work should show the date written in full (numerically for maths and science) and have a title / objective written by child or a member of staff.
- Children are encouraged from Year 2 to underline dates and titles neatly with a ruler on the line of the page.
- Children should use pencil and then a pen at the teacher's discretion. Children can choose whether they write in pencil or pen. They should write in blue ink using a variety of school pens provided. (All maths work should be in pencil.)
- All worksheets and loose paper should be kept in a folder/s, including SATs revision materials in years 2 and 6.
- Handwriting should be taught as a discrete subject throughout the school (where appropriate with older children) with good practice being modelled by all staff and embedded in all lessons.
- All work (except for work in books) should have the child's name on it; the children should be taught to do this from an early age.
- Photocopied sheets, if needed, are trimmed by staff before being stuck neatly into books.
- If a child makes a spelling mistake they should put a line through it. They should draw a wiggly line underneath a spelling that they are unsure of. (Staff should follow the same rules when demonstrating writing.)
- Children are not allowed to doodle on their book covers or work.
- School handwriting style should be used (see handwriting policy) and using a school handwriting pen.

### **Rubbers**

- Children can use rubbers at the teacher's discretion.
- Children are not to use tippex or eraser pens to correct their work.

### **Specific guidance for maths presentation**

- Children should be taught to put ONE digit in a square. Handwriting as normal in maths books.
- Children should use a sharpened pencil (not pen.)
- Maths jotters should be used throughout the school at the discretion of the teacher.
- A margin of two complete squares to be drawn on the left- hand side.

### **General guidelines**

- Class staff should be made aware of children who have a specific difficulty with the presentation of their work and adjust the policy as necessary.
- Adults should write pupils' names, class and subject title on the book cover or print on a label.
- Drawing in pencil and writing in pen.
- Coloured pencils only to be used in books to save pen going through to next page.
- Self- assessment stars should be drawn after leaving one line after the completed work. The stars should only be the width of one line.