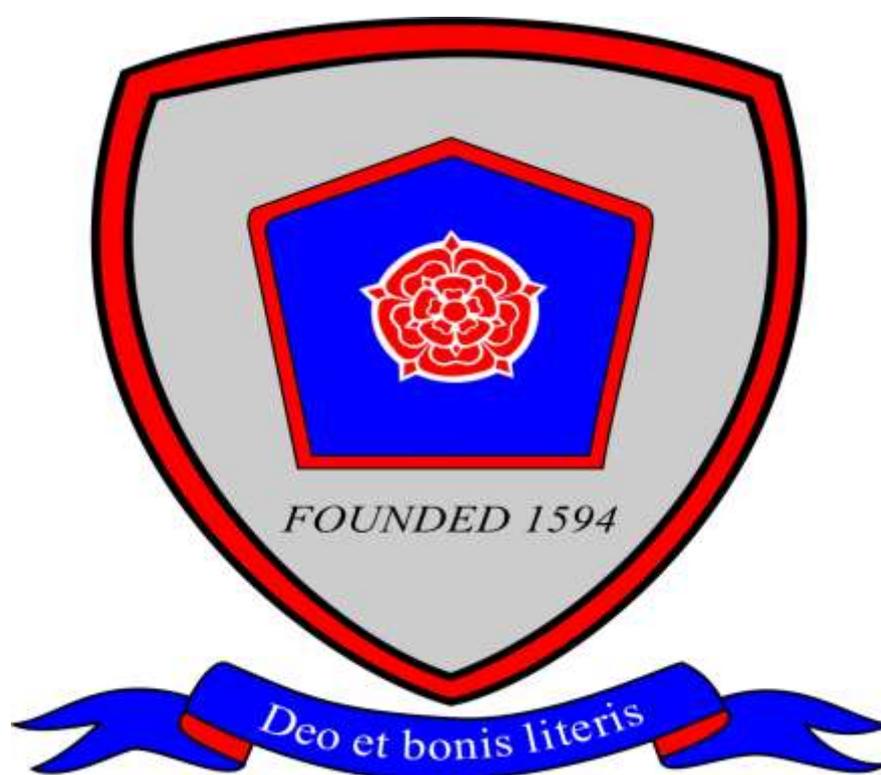


Archbishop Hutton's V.C. Primary School

Presentation Policy



For God and sound learning

UPDATE re: non-negotiables

Archbishop Hutton's V.C. Primary School

Presentation Policy

Date approved: 11/10/18

Next Review: September 2019

Signed: _____ M. Jackson (Chair of Governors, Mrs. M. Jackson)

Date: 11/10/18

Signed: _____ S. Watson (Headteacher, Miss. S. Watson)

Date: 11/10/18

SCHOOL MISSION STATEMENT

**“This school welcomes all, whatever your background,
so that you can achieve your God-given potential”**

The guidance outlined in this document focuses on the presentation of written work.

However, we believe that presentation goes well beyond the written page. It is an approach to learning which includes the tidiness of our classrooms, trays and even in ourselves, expressing a care and a pride in all we do.

From an appropriate point in Year 2, teachers introduce and consistently expect children to use DUMTUMS to present their work. **‘How I present my work’** is clearly displayed at the front of the classroom near the whiteboard and on children’s tables.

How I present my work

- Start your work on the left of the page beside the margin
- Use the short date for **maths and all other subjects**, remember to underline the date : 05/09/18 (use 6 digits)
- Use the long DATE for **English**, remember to UNDERLINE the date : Wednesday 5th September
- MISS a line
- Write the TITLE and UNDERLINE it
- MISS a line
- START your work
- Keep your writing neat
- At the end of your work leave a line before you start the next piece of work
- Remember to use the **whole page** in your book

Maths and Science

- Work in pencil (unless told otherwise)
- In maths, EYFS and Key Stage 1 children use books with 2cm squares, Year 2/3/4 use books with 1cm squares and Year 5/6 use books with 7mm squares are used
- Only one digit/symbol must be used per square when writing calculations
- Every piece of work must start with the learning objective which must be underneath the date with a line left blank in between the two
- A new piece of work must be started on a new page
- Rulers to be used when drawing straight lines e.g. drawing the lines below a written calculation, labelling a diagram, drawing the axes, bars on a graph
- All ruling should be on lines already printed in the book
- Rubbers must not be used. Instead, draw one line through and write the correct calculation at the side
- Write horizontally when writing labels

English, Religious Education and Cross-curricular

- Work in pencil - unless the child has already earned their Pen Licence. There will be a provisional training period until 1st October from which teachers will award pen licences
- In Key Stage 2, once children are joining letters neatly, easily, quickly and consistently, they will earn a 'Pen Licence' entitling them to write in black ink using a school pen
- Every piece of work must have the long date written: Thursday 7th September
- Every piece of work must start with the learning objective which must be underneath the date with a line left blank in between the two
- Mistakes are not to be erased, instead, brackets are to be put around the mistake with a small cross to indicate the mistake
- When writing on plain paper, line guides are to be used

General

- Colouring in should be in coloured pencils/crayons
- Any worksheets used must be centred neatly on the page when stuck in books
- Books must not be 'doodled' on or in
- Written work must be left to right and top to bottom of the page

Presentation expectations for adults

- In Foundation Stage and Key Stage 1 staff record the date and learning objective themselves
- In Foundation Stage and for some children in Key Stage 1 staff will re-write what the child has written either above or under the child's writing
- Children are encouraged to write letters in the correct place on lines
- Children are expected to write letters and numbers correctly both in terms of formation and size
- From Year 2 children are expected to self-correct punctuation and grammar errors with their purple polishing pen
- Staff use these agreed presentation guidelines when modelling recorded work with children
- Staff use the cursive handwriting style when writing comments in pupils' books