

Presentation Policy

Expectations

- Children should work in pencil throughout school until KS2 when their teacher will provide an appropriate pen when writing is suitably neat.
- Teachers should ensure that both ways of writing the date are displayed on the board each day.
- The Learning Objective or Title should be displayed for children to use.
- Staff should actively promote and developing correct letter/number formation in line with the school's cursive handwriting style.
- Children should correct any errors by putting a line neatly through a word, with the correction written above or next to it. The use of rubbers is allowed at the teacher's discretion.
- A variety of materials are used for mark making and early writing in EYFS.
- Handwriting should be in the school's cursive style starting in Nursery, joined up from as soon as able.
- All questions and answers should be numbered in the margin. Numbers should be bracketed in Key Stage 2 for clarity.
- If colours are needed in exercise books, coloured pencils, not felt tips or crayons should be used unless on a sheet to be stuck in.

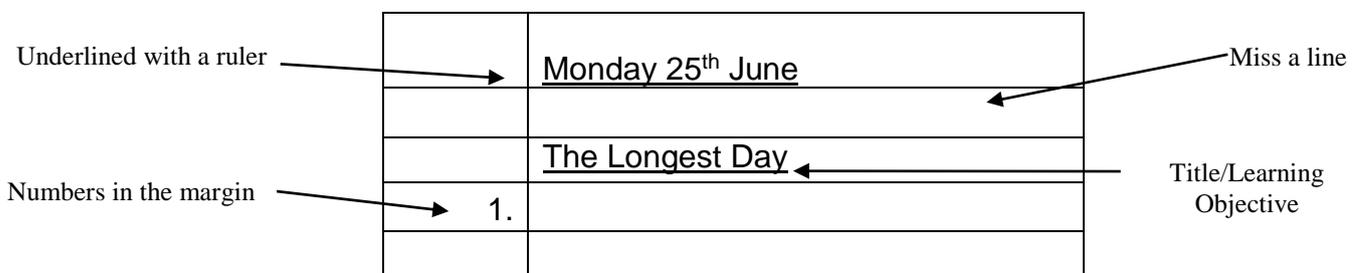
Setting out of Books

Maths

- As soon as they are able, children use squared paper for maths.
- One digit per square is taught.
- Maths is always completed using a pencil.
- Rulers are used for all straight lines being drawn including within calculations.
- Ans = underneath formal written calculations and multi-stage problems in KS2
- If the child makes a simple error they rub it out. More complex errors should be crossed through with a single line.
- Children miss a line before starting the next piece, on the same page if room.
- Books are set out as follows:
 - a) page folded in half
 - b) two columns of work per page, one column on each half of the page
 - c) all work to be dated using the number date i.e. 13.5.16

English, Science, Topic

Books with lined paper are set out as follows:



- Full date to be used.
- Children miss a line before starting the next piece, on the same page if room.
- Errors in written work should be crossed through with a single line.

