



Cumnor C.E School

Presentation Policy

Agreed by Governors:

September 2015

V. CARR (Chair of Govs)

E. READ (Headteacher)

To be reviewed April 2019

Overview

At Cumnor School we encourage children to take pride in the quality of their work and to share our high expectations of its presentation. We aim to ensure work throughout the school is presented well, written neatly and set out thoughtfully. Staff should adhere to the policy to ensure consistency, taking into account the age and ability of children where necessary.

English – FS and KS1

- Work should have a long date and WALT (We Are Learning To) or WILF (What I'm Looking For) written out. A shortened version of the WALT may be used.
- Children should be encouraged to write the date and titles themselves, although where necessary teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.
- Children should be encouraged to write from the left hand edge of the page, or margin, although FS does allow for more freedom when first exploring letter shapes and formation.
- Children will usually write in pencil until they demonstrate sufficient ability to write fluently and legibly, at which point they can use a handwriting pen as supplied by the school. It is expected that by the end of Year 2 all children will be using a pen for handwriting practice and by the end of Year 3 all children will be using a pen in their English books.

English – KS2

- Handwriting pens should be provided by the school, although children are allowed to use their own pen from home (blue ink).
- Biro or gel pens are disallowed.
- All work should have the date and a title/focus which should be underlined with a ruler.
- Children should write from the left hand margin.

English KS1 and 2

- In all Key Stages a line should be left between the date and title and then another line left between the title and the first line of work .
- A mistake should be crossed out with one line through it and not scribbled out.

Mathematics – FS and KS1

- Pencil should usually be used for Mathematics work.
- Work should have a numerical date and WALT/WILF written out.
- Children should be encouraged to write the date and titles themselves, though where necessary teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.
- Children should be encouraged to write from the left hand edge of the page, or margin, though FS does allow for more freedom when first exploring number shape and formation.
- Children should be taught how to record one digit (not number) in a box in the case of squared paper.

Mathematics KS2

- Pencil should always be used for Mathematics work except in Year 6 where pen will gradually be introduced in preparation for secondary school.
- Children should still be taught how to record one digit (not number) in a box in the case of squared paper
- Children should rule on the left hand side of the page.

- When investigations or problem-solving require jottings or ‘trial and error’ attempts, children must be encouraged to show their thoughts and workings clearly; not just the final answer.
- Graphs, lines and diagrams should always be drawn in pencil but may be labelled with pencil or pen.

Other Subjects – KS1 and 2

- The guidelines for English also apply to other subjects where written work is produced; however, the numerical date may be used as an alternative to the long date if wished..
- Diagrams should always be drawn in pencil but may be labelled with pencil or pen.

Displays

- Display of writing could take the form of a class book or work on a board.
- Children will be encouraged to redraft written work for display, understanding the purpose and audience for which they are writing.
- Line guides should be used if writing on plain paper.
- Children will be encouraged to consider the visual appeal, size of writing/font, and layout of work when producing pieces for display.

Books

- Children should be expected to keep their books well presented, and to take care of them
- Children should not ‘doodle’ on the front cover, or indeed on pages inside their books.
- Books which are not kept presented in accordance with policy may be brought to attention of parents.
- Any sheets that are to be stuck into exercise books should be done so ensuring that no excess paper is protruding from the book.

Outcomes

Children will take pride in their work and be able to communicate their learning clearly. They will have high expectations and an organised and well presented record of their learning through written work.