



Hillocks Primary and Nursery School

Policy for Presentation

Aims

- To provide a consistent approach in presentation throughout the school
- For children to take a pride in their work

Key Considerations

- Books must be labelled **by the teacher** with the child's full name, class and subject.
- Targets must be stuck onto the inside back cover and dated.
- The presentation poster should be stuck into the front of all books.
- **The majority of work should be completed in books**, as this enables teachers and children to monitor progress more easily.
- Neat and legible handwriting is expected, and should be insisted upon, in **all** pieces of work.
- Worksheets should be named, dated and have the learning objective (I can statement) and/or success criteria clearly identified. They must be **cut down** and stuck into books in chronological order.
- Graffiti on books is absolutely not acceptable.
- Rubbers may be used when appropriate at the teacher's discretion.

Guidelines for Setting Out in Books

- Written work should be completed with a black pen.
- Maths work should be completed using a well-sharpened pencil.
- Date written in full in English and in number form in all other subjects. (Year 1 by the end of the Summer Term)
- Date written on the left hand side.
- Miss a line before writing the learning objective underneath the date on the left hand side.
- Miss a line before starting work.
- Start a new piece of work on a new page.(KS1 only)
- Insist upon one digit in one box in maths.

Presentation – English and Foundation Subjects

- Always use a black pen
- If you use a pencil it must be well-sharpened
- Neat and legible handwriting is expected in **all** pieces of work
- Write the date in full on the left hand side
- Miss a line and write the learning objective on the left hand side, underneath the date
- Miss a line before starting your work
- When sticking work in, do this neatly
- Practise spelling corrections using the “Look Say Cover Write Check” method, at the end of each piece of work after it has been marked
- If you make a mistake, draw a neat line through it

Presentation – Maths

- Make sure your pencil is sharp before you begin your work
 - Put the date in number form on the left hand side
 - Miss a line and write the learning objective underneath the date at the left hand side
 - Miss a line before starting your work
 - Remember one digit in one box and write words normally across the line

1	2/	0	9/	2	0	1	1		
Title or learning objective									
1		4	7	-	5	=	4	2	
2		5 metres wide							
3		2	1	6	7				
		+	3	3	2	2			
			5	4	8	9			

- Neat and legible handwriting is expected in **all** pieces of work
- Use a ruler for drawing lines in diagrams

- If you make a mistake, draw a neat line through it
- When sticking work in, do this neatly

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