

Presentation Policy for Hillocks Primary School

Aims

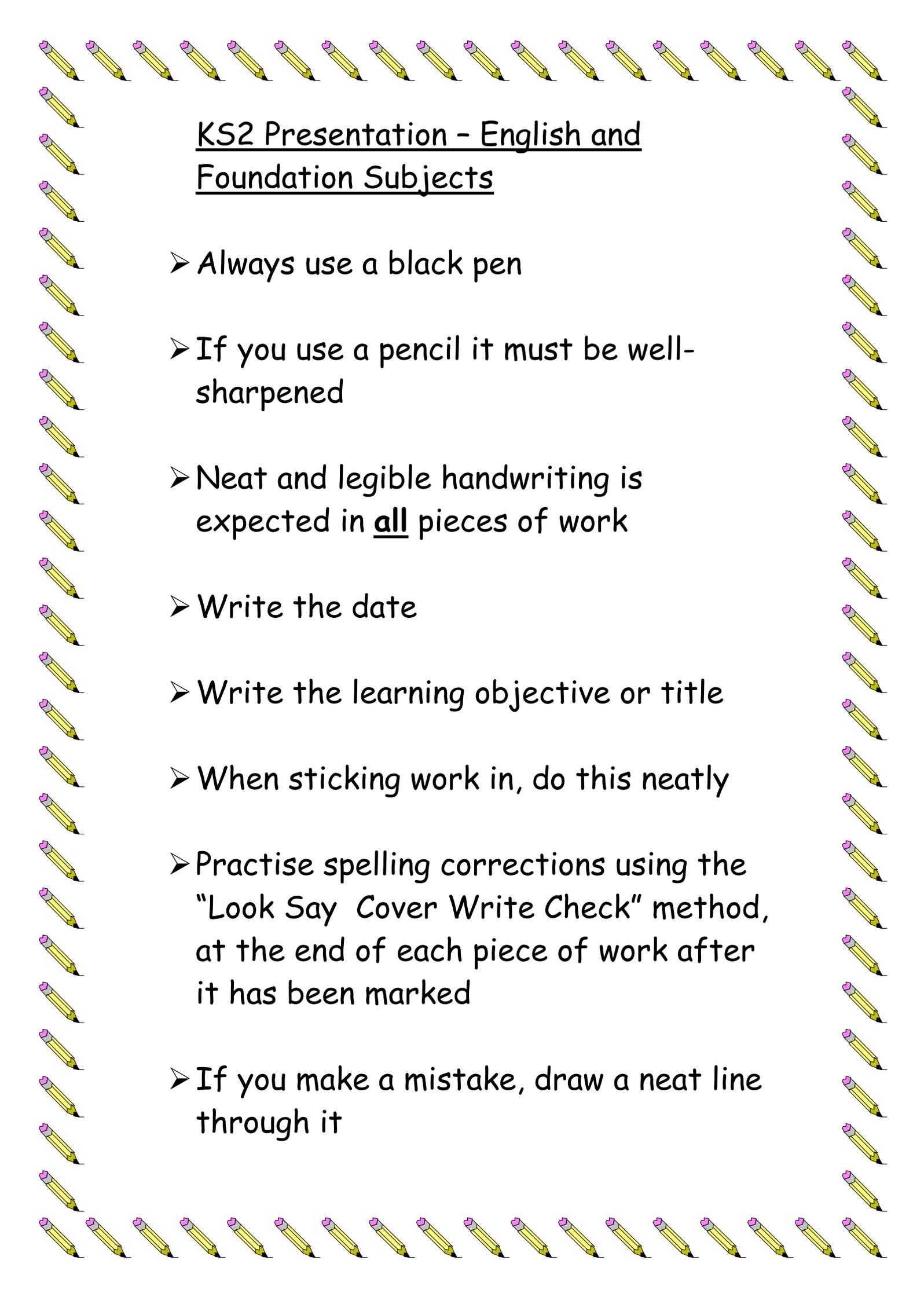
- To provide a consistent approach in presentation throughout the school
- For children to take a pride in their work

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 displayed in classrooms and referred to often.
- **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.
- If worksheets are used, they should be 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.

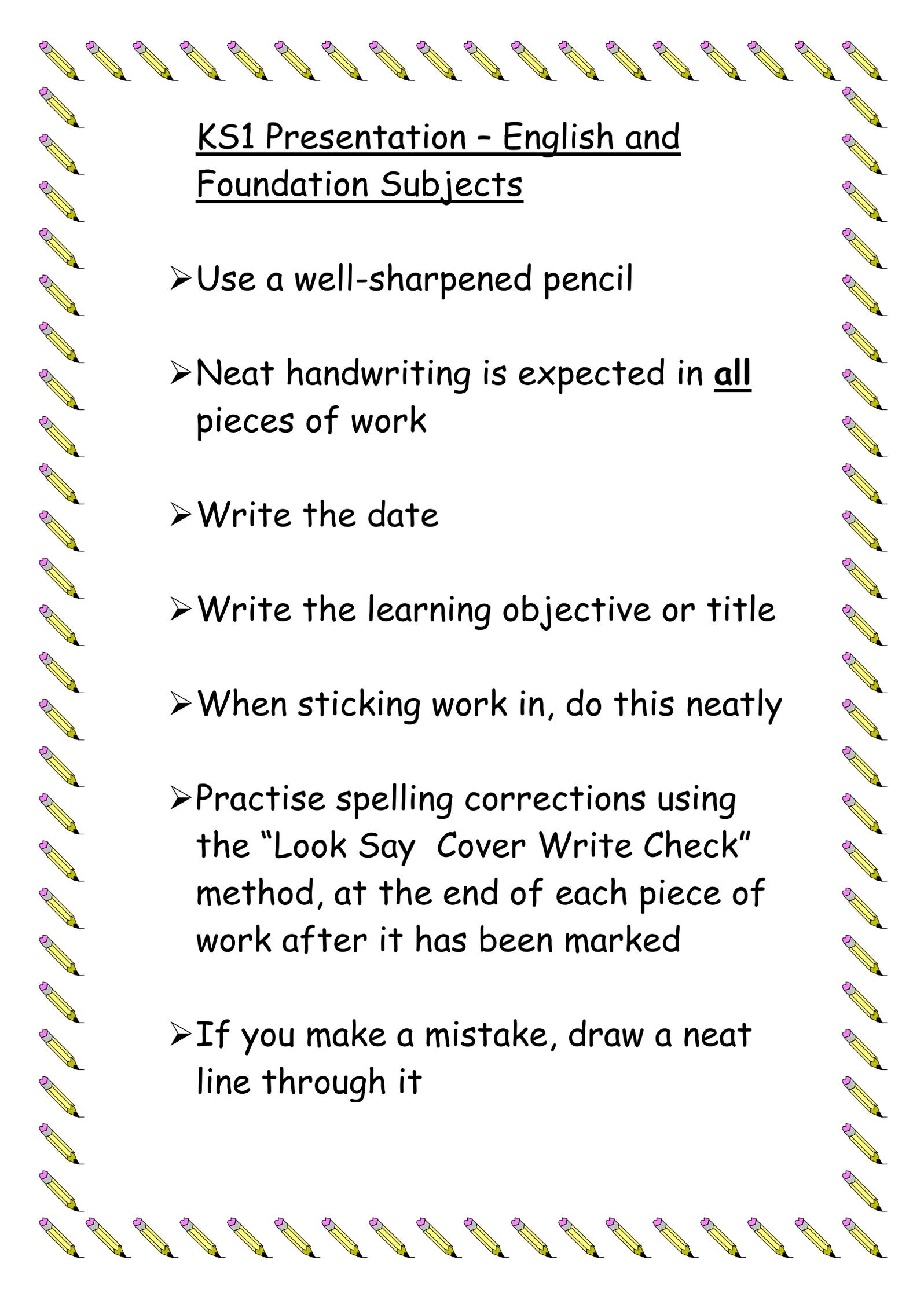
Guidelines for recording in books

- Written work should be completed with a black pen in Key Stage 2 or a well-sharpened pencil in Key Stage 1.
- 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)
- Title or learning objective to be written.
- Insist upon one digit in one box in maths



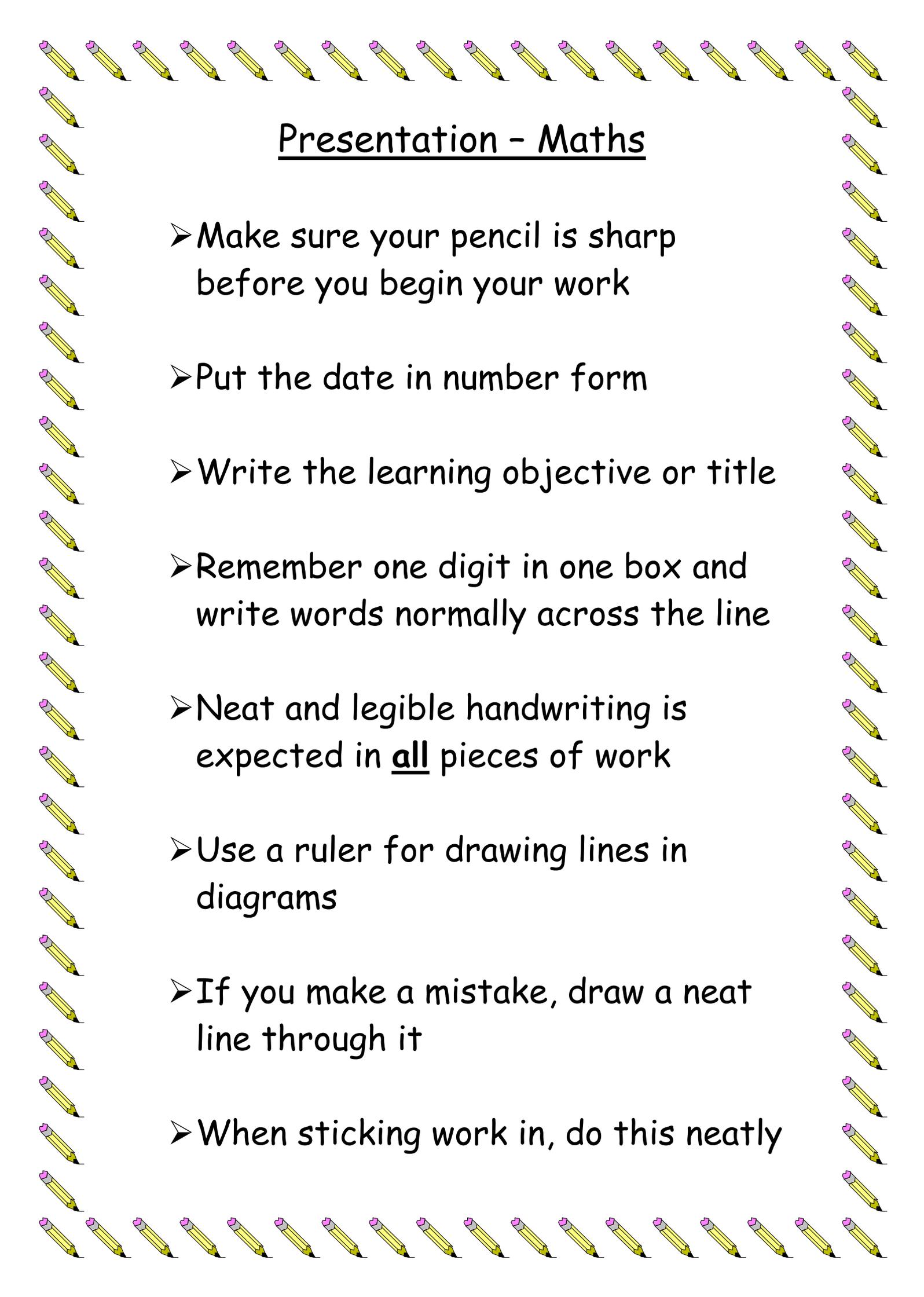
KS2 Presentation - English and Foundation Subjects

- 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
- Write the learning objective or title
- 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



KS1 Presentation - English and Foundation Subjects

- Use a well-sharpened pencil
- Neat handwriting is expected in all pieces of work
- Write the date
- Write the learning objective or title
- 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
- Write the learning objective or title
- Remember one digit in one box and write words normally across the line
- 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