



Presentation policy

The following are everyday routines :

- The date is written as a day, a numerical date and a word month at the start of each piece of work, on the right hand side of the page, except for maths when the short date is used. The date should be underlined
- A line should be left before the learning objective is written if it is to be recorded in books (see note on learning objectives at the end of this policy) and that too should be underlined.
- All underlining should be done with a ruler and a pencil
- *DUMTUM : Date, Underline, Miss a line, Title, Underline, Miss a line before beginning work*
- By Year Three, exercise books for writing should have a margin. If there is no margin, children should draw a pencil margin down the left hand side of the page. Writing should start by the margin.
- Mistakes should be crossed out carefully with one single line drawn with pencil and ruler. There should be no scribbling and no rubbing out.
- When the work is marked and corrections/next steps completed, one line space can be left before a single line is drawn with pencil and ruler across the full page. The next piece of work can then be started. A new page should only be started if there are only one or two lines left.
- Graphs should always have the axes labelled and be given a title. A key may be necessary. Graphs should always be constructed using a sharp pencil
- Children learn to use handwriting pens in Year 3. When they are proficient workers, they will be granted a "pen licence" and they will progress to pen in all written work.
- Children should use pencils for maths work. Pages may be folded into two columns. The date may be written numerically. In KS2, a margin should be drawn down the left hand side of the page.
- If the teacher would like the class to do some preparation work that does not have to be presented using the usual guidelines, a capital J with a circle round it should be written at the top of the page to indicate "jottings".

Learning Objectives

Learning Objectives do not have to be recorded by the children on a daily basis. The following are all accepted ways of recording the objective by all classes :

- Children may write the learning objective at the top of their work for that day
- Teachers may pre-print the objective and it can be stuck in children's books at the top of their work for that day
- Teachers may pre-print the learning objectives for that week or that unit and they can be stuck in children's books in the appropriate place

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