



# Fierté Multi Academy Trust

2018-19

## Policy on Presentation

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Learning Behaviours. Through these, we aim to put **children's rights** at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

At Fierté Multi Academy Trust the children are encouraged to work to a high standard and as such great emphasis is placed on setting work out neatly and correctly. Throughout the whole school there is continuity and progression in terms of presentation and progression as basic skills learnt in Foundation Stage and Key Stage 1 are built upon and reinforced in later years. The presentation guidelines are established at the beginning of each new academic year and are reinforced at the start of every new term.

Writing on the board and comments made by staff on worksheets and in the children's books, are written in neat, legible cursive handwriting to as high a standard as possible,

Absences and area of topic/work missed are briefly noted in staff record books

Children of all age groups are encouraged to check their work to make sure that it is finished and that they are happy with it.

There will be no acceptance of scribbling or doodling on books and pupils will be asked to take books home again and copy.

Common procedures throughout Key stage 1 and 2:

- The children work in pencil until they produce six pieces of work showing consistently clear, neat, correctly joined handwriting. Some flexibility will be given to children with Special Needs.
- When children start a new piece of work they should:
  - Write the date on the left hand side of the page. Underline with coloured pencil.
  - Miss a line
  - Write the LO of the day or title and underline with coloured pencil.
  - Miss a line
  - Start work
  - The date and title should be underlined using a ruler and coloured pencil
  - Pupils rule off after every piece of work in coloured pencil.

- Erasers *rarely* used (only at discretion of teacher) during literacy as mistakes are crossed out with a single line using a ruler and pencil.
- When pupils are gluing in work they use 5 dabs of glue and align the paper being glued in to the line above so that it is straight.
- If a worksheet is being glued in then the paper should be trimmed down to ensure that it fits on the page.
- There is to be no doodling in books or on book covers and children will be asked to take a new book home and copy their work out.
- Work that is used for display purposes is best work.
- All children will use the same handwriting pen and all teachers will mark in the same handwriting pen but a different colour from pupils. (pupil responses will be written in purple pen)
- Question numbers used in all subjects are written in the margin with a full stop by the side e.g. 1.
- Pupils with dyslexia will be supported with a Stabilo pen or pencil.

***Dyslexia: Fierté Multi Academy Trust recognises the unique contribution of every individual in the school community. It is an inclusive school in which pupils of all abilities and from all cultures and backgrounds are valued. Pupils' wider achievement is encouraged and celebrated and the good progress of all our pupils is of paramount importance as is the safeguarding and wellbeing of all pupils.***

# Foundation Stage

## General Presentation:

- Children work in half lined paper books or sheets that may be glued into Learning Journeys.
- Work generally in pencil though there may be times when other types of pens may be used for specific purposes. (children with SEN may need to use a felt tip pen)
- Children never use erasers (the *teacher or TA* may rub out for a child)
- Initially the teacher dates the child's work in short format, for example 18.12.03. The long date format is used in written work later in the school year by the children, for example, Monday 18<sup>th</sup> December 2019
- The teacher dates work in mathematics using the short date format.
- Children may use a small x in mathematics to indicate a mistake
- Number work is corrected by the child at the side of the error
- If a child reverses a number in part of their work, which they can identify, they correct it by writing by the side or the top (the teacher will write a set of coloured numbers at the end of the work for the child to write over as further practice).

# Year 1

## Mathematics Presentation:

- Children work on squared paper or squared books or on worksheets
- Work is always in pencil
- Erasers are not used for incorrect answers seen by the teacher, however, if a child knows that he/she has made a mistake prior to the work being marked, an eraser may be used at the discretion of the teacher and pupils cross out in pencil using a ruler.
- The children write in the date i.e. Short date format for example 29.3.19 More able children
- Each digit in a sum or equation is written in its own square
- Depending on ability, children will write titles and sentence answers in usual handwriting style not one letter per square
- Question numbers are written in the margin with a full stop by the side e.g. 1.

## Literacy Presentation:

- Children use lined books or 15mm lined books
- Work on paper is written on plain and/or 15mm lined paper, or on worksheets
- Work is always in pencil unless children are able to write in pen.
- Depending on the child's ability, the long date format is used, for example Wednesday 3<sup>rd</sup> January
- Miss a line
- Depending on the child's ability, write the title
- Miss a line before beginning work
- Question numbers are written in the margin with a full stop by the side e.g. 1.
- Erasers are not to be used. A neat line is placed through the mistake in pencil.

# Year 2

## Mathematics Presentation:

- Children work in 1cm<sup>2</sup> math books on 1cm<sup>2</sup> paper or on worksheets
- Work is always in pencil
- If the child, through checking realizes that he/she has made a mistake, an eraser can be used. If an answer is marked by the teacher as incorrect, the new answer is written next to the original answer for comparison
- Children write short date format and underline it with a ruler
- Miss a line
- Write the title and underline with a ruler
- Miss a line before beginning work
- Question numbers are written in the margin with a full stop by the side e.g. 1. In some books however there are no margins.
- Each digit in a sum or equation is written in its own square

## Literacy Presentation:

- Children use 11mm lined books and work on paper is written on 11mm lined paper
- Work is always in pencil unless the child has received a pen
- Long date is used, for example Wednesday 3<sup>rd</sup> January
- Underline the date with a ruler
- Miss a line
- Title is written and underlined with a ruler
- Miss a line before beginning work
- Erasers are not used. Any mistakes are crossed out by a single line using pencil.
- Question numbers are written in the margin with a full stop by the side e.g. 1.

# Lower Juniors Year 3 and 4

## Mathematics Presentation:

- Children would work in 1cm<sup>2</sup> math books and on 1cm<sup>2</sup> or 2cm<sup>2</sup> paper and worksheets though at present they use 7mm squares.
- Work is always in pencil
- Last piece of work is ruled off with a ruler
- Short date is used and underlined with a ruler
- Miss a line
- Titles and short, child friendly objectives and sentence answers are written in usual handwriting style not one letter per square and underlined with a ruler
- Miss a line before beginning work
- Each digit in a sum or equation is written in its own square
- If the child, through checking realizes that he/she has made a mistake, an eraser can be used for drawing. However, if an answer is marked by the teacher as incorrect, erasers are not used thus allowing the new answer to be written next to the original answer for comparison. If a mistake is being crossed out it must be done using a ruler and pencil to draw a straight line.
- A line of squares is left between each row of vertical equation
- Question numbers are written in the margin with a full stop by the side e.g. 1.

## Literacy Presentation:

- Children use 10mm (Y3) or 8mm (Y4) lined books.
- Long date is used, for example Wednesday 3<sup>rd</sup> January , written from the left of the page to the right
- Miss a line or leave out.
- Title is written
- Miss a line
- Underline date and title with a ruler
- Question numbers are written in the margin with a full stop by the side e.g. 1.
- Any mistakes are crossed out with a single pencil line

# Upper Juniors Year 5 and 6

## Mathematics Presentation:

- Children work in 7mm or on 1cm<sup>2</sup> paper (other paper may be used where appropriate) and worksheets
- Work is in pencil though sometimes the children write in pens.
- Last piece of work is ruled off with a ruler
- Rulers are used for all underlining and vertical calculations
- Short date is used, for example 29.3.19 and underlined with a ruler
- Miss a line
- Titles/objectives and sentence answers are written in usual handwriting style not one letter per square and underlined with a ruler
- Miss a line before beginning work
- Vertical equations are written across the book with one line of squares between
- Each digit in a sum/equation is written in its own square
- A line of squares is left between each row of vertical equations

## Literacy Presentation:

- Children use 8mm lined books with a printed margin
- Work on paper is written on 8mm lined paper
- Work is in pencil or ink if a pen license has been obtained. Only school handwriting pens should be used. If pen is used all lines must be drawn in pencil with a ruler
- Rule off last piece of work
- Long date is used, for example Wednesday 3<sup>rd</sup> January 2003, written from the left side of the page
- Underline date with a ruler
- Miss a line
- Title is written and underlined with a ruler
- Miss a line
- Question numbers are written in the margin with a full stop by the side e.g. 1.
- Any mistakes are crossed out by a single line using pencil