



## **Presentation of Pupils Work: Policy and Guidelines**

Presentation of pupils work is consistent across the school and pupils always present their work in an orderly fashion that is appropriate to the task. This encourages pupil's pride in their work as well as providing for ease of marking and clear feedback to pupils on how to improve their work. The following guidelines take into account the presentation of work for display purposes as well as day to day work and drafting. It aims to ensure that work is ordered and clear and ensure that it is evident in pupils' books where progress has been made.

Therefore:

- All books are clearly marked with the pupils name, class and the subject area / Context for Learning.
- All pupils, from the beginning of Year 2, date their work.
- The full date is written in all work except Maths, where a short numerical date is used.
- The Learning Intention is written at the beginning of each piece of work. On occasion it will be necessary to repeat the intention over a number of days.
- Where there is a concern that it will take the pupil too long to write the Learning Intention they should be provided by the teacher on a label to stick in the pupil's book.
- From the beginning of Year 3 pupils draw a margin at the side of the page. They should start their work close to the margin.
- The date and the Learning Intention are underlined with a ruler.
- Mistakes are crossed out by drawing one line through the mistake (using a ruler). Erasers / rubbers may be used only for the correction of drawing and diagrams.
- When the work is a draft piece of work this is made clear by the writing of the word 'draft' in the margin.
- Copies of final drafts of work are pasted into pupils' books after their previous drafts whenever possible, in order to evidence the progress through a piece of work.
- It is recognised that not all work needs to look attractive and that this can on occasion detract from the intended learning. However, while it would not be appropriate for pupils to complete draft pieces of work in their best handwriting always and the piece of work may contain a great deal of self-correction, it should always be legible and clear to the reader. One line is still used to correct mistakes.
- Pupils are reminded that there should be no drawings or doodles other than their work in or on their books.
- Up to the end of Year 4, work in books is completed in pencil although handwriting pens can be used for final drafts and presentation work. From Year 5 onwards pupils may use handwriting pens for all their work.
- Annotated diagrams and mind maps are labelled neatly.

## **Homework**

Presentation guidelines are issued to parents and pupils are expected to take the same care with homework as they do in their class books and the same standards will be expected unless the teacher has specified differently.

## **Display**

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. Any written work displayed will be of the highest standard for that individual child and written in ink from year 3 and above unless the genre dictates otherwise (e.g. calculations or jottings perhaps in a maths display). Handwriting pens should always be used for display work.

## **Marking**

Teachers follow the marking and feedback policy. Comments in pupils' books are written neatly in joined handwriting.

Class teachers remind pupils often of the need to take care and the rules of presentation, although this should never take over from the main theme / Learning Intention of the lesson. All teachers model the approach to the presentation of work themselves in their work on IWBs, charts, displays, books etc.

Agreed by Policy and Standards Committee: March 08

Review: March 11