

Fairfield Endowed CE Junior School

Presentation of Work Policy

Rationale

Children should be encouraged to take care in their work and to aim for high standards of presentation. They need to use appropriate methods of presentation for each piece of work. This should be understood by all so that continuity and progression is established and so that children feel a genuine sense of pride in what they produce.

Purposes

1. To encourage children to present work clearly and attractively.
2. To encourage children to use features of layout to clarify structures and meaning in their writing and/or aid their ability to solve a problem or perform a calculation.

Guidelines

General considerations to ensure that work is presented neatly.

1. Workbooks
Literacy and Topic - All children to use standard lined books, every page ruled.
Numeracy – Children in the lower school using 1cm² moving towards 0.7cm² in the upper school.
Science – All children to use standard lined books alternate ruled and plain.
Art – All work should be dated [short date] and titled.
2. Before a child starts a new piece of work they should rule a line across the page or start a new page.
3. All children to write the full date [short date in maths] and underline starting from the left hand side of the page.
The title should be written on the next line and neatly underlined. This should relate clearly to the learning objective.
4. Children should leave a line between paragraphs and should not indent.
5. In maths, children should use one square for each digit and one square for other symbols such as operators or the pound sign.
6. Not all worksheets need to be stuck in books. When they are, they need to be trimmed in order to fit perfectly on the page. Avoid folding sheets.
7. Mistakes should be corrected neatly either using a rubber or a single neat line through the mistake. Children should never scribble out errors.
8. Children should write neatly using a sharp pencil and rulers should be used to draw lines in books. When presenting work for different purposes/audiences, children should be given the opportunity to write using different pens. However, felt pens should not be used directly into books if needed e.g. when drawing diagrams or shapes in maths.
9. When a pupil's handwriting is consistently of a high standard, they should be encouraged to use a pen for all activities [not maths]. Pencils should still be used for drawing straight lines.

10. Work on display should be of the highest quality. Writing should include correct use of spellings and neat handwriting to use as a model to others. All work should display high standards of learning/skills development and have 'in context' information for the onlooker.

Conclusion:

By following this policy the way in which children present their work will be standardised. Children should know what is expected of them in presenting their written work to the highest level.