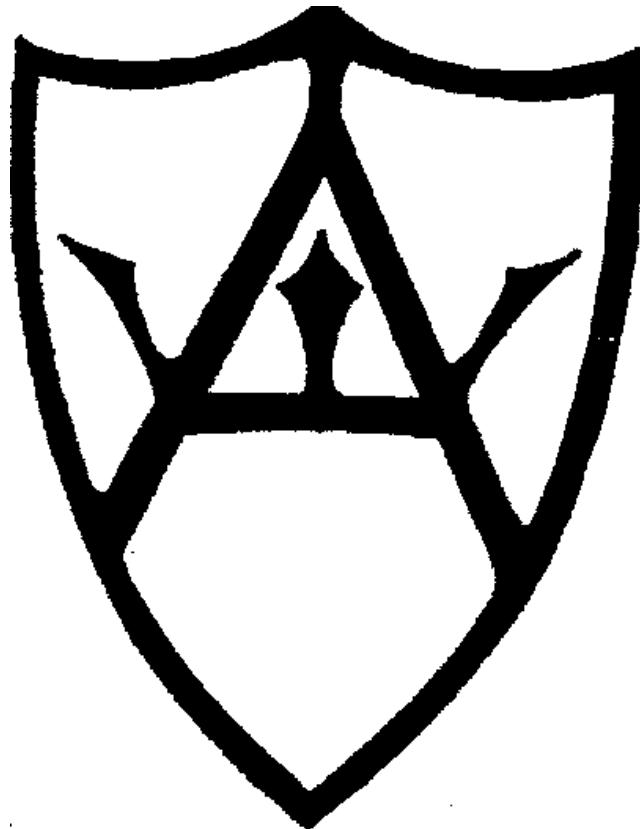


Alfriston School



Presentation of Work (including handwriting) Policy

Agreed by staff & governors: Sept 2014

Introduction:

Presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work. How work is presented will depend on the learning purpose and the audience.

Expectations:

We encourage children to take a pride in their work. We set them clear guidelines for each piece of work so they know what is expected of them. We ensure they have the appropriate materials necessary for producing the best quality of work. (Good pencils, rulers and appropriate paper for different tasks, stationery suitable for a right hander or left hander). We consider whether the child is left handed or right handed in terms of where they sit and how they sit and position their work in order to produce the best presentation possible. We provide them with a variety of audiences so that they encouraged to present good work at all times (e.g. other classes, parents, community, notice boards, display). We encourage children to look after their work and keep their work clean.

General guidelines:

Children from Year 3 are encouraged to use pen and will be awarded a 'pen licence' as soon as their handwriting ability reaches level 3. This means that all letters need to be correctly formed and orientated on the line, evenly sized and a fluent and joined style consistently maintained across the curriculum.

When a child has earned a pen licence, school will provide a nibbed ink pen (blue ink). If children wish to use their own pen to write in then it must be checked by the English Subject Leader. Biro or gel pens should not be used (unless they are appropriate to a specific task).

In all Key Stages, where the date and learning intention is written, a line should be left between the date and the learning intention and then another line left between the learning intention and the first line of work.

Diagrams should be drawn in pencil with labels in either pencil or pen depending on the writer's ability. Labels on diagrams should be written horizontally. The lines from the diagram to the label writing should be drawn using a pencil (this can be a coloured pencil) and a ruler.

Children should only use coloured pencils when illustrating work in books.

Children may use rubbers at the teachers' discretion.

English – KS1

Work should have a date and the learning intention.

Children will work towards using the long date which is written on the right hand side of the page at the beginning of the piece of work (Monday 16th September).

Children will work towards underlining the date and learning intention in pencil (can be a coloured pencil) with a ruler.

Children should be encouraged to write the date and titles themselves, though where necessary teachers may do this or use other methods such as date stamps or sticky labels with these printed on.

Children should be encouraged to write from the left hand edge of the page, or margin.

Children should write on alternate lines to allow for corrections to be made at the redrafting stage (in pencil) as well as next step comments and suggestions for improvement to be made by the teacher.

All mistakes should be crossed through using a single pencil line (and ruler for bigger areas) and re-written.

English – KS2

All work should have the date and the learning intention, underlined using a coloured pencil and a ruler.

The long date should be written on the right hand side of the page at the beginning of the piece of work (Monday 16th September).

Children should write from the left hand margin.

Children should write on alternate lines to allow for corrections to be made at the redrafting stage (in pencil) as well as next step comments and suggestions for improvement to be made by the teacher.

All mistakes should be crossed through using a single pencil/pen line (and ruler for bigger areas) and re-written.

Mathematics – KS1

Pencil should always be used for Mathematics work.

Short date to be shown at the beginning of the work (e.g. 16.09.14).

The learning intention should be shown at the beginning of the work.

Children should be encouraged to write the date and the learning intention themselves, though where necessary teachers may do this or use other methods such as date stamps or sticky labels with these printed on.

Children will work towards underlining the date and the learning intention in pencil (this can be a coloured pencil) with a ruler.

1 digit per square.

All mistakes should be crossed through using a single pencil line (and ruler for bigger areas) and re-written.

Page should be folded in half if appropriate.

Mathematics – KS2

Pencil should always be used for Mathematics work.

Short date to be shown at the beginning of the work (e.g. 16.09.14).

The learning intention should be shown at the beginning of the work.

The date and learning intention (if written) should be underlined using a coloured pencil and ruler.

1 digit per square.

All mistakes should be crossed through using a single pencil line (and ruler for bigger areas) and re-written

Page should be folded in half if appropriate.

The Early Years Foundation Stage

In the EYFS presentation tends to be more flexible as children are required to experiment with writing letters and numbers as well as being creative.

Children should be encouraged to write from the left hand edge of the page, or margin, though the children should be allow for more freedom when first exploring letter shapes and formation.

During their reception year the children will be taught to write their names and title of their work with increasing independence. They are not expected to use rulers. Rubbers will be used at the teacher's discretion.

The children are taught to be proud of their work and develop an increasing understanding of how to present their work in line with our school policy for KS1.

Other areas of the curriculum

The guidelines for English also take into account other subjects where written work is also produced.

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 pen where appropriate, unless the genre dictates otherwise (e.g. calculations or jottings perhaps in a maths display).

Books

Children should be expected to keep their books well presented. They should not 'doodle' on the front cover, or indeed on pages inside. Books which are not kept well-presented may be sent home to be covered or children asked to re-write work.

Homework

Parents will be encouraged to support their children to produce quality work following the presentation policy guidelines. Children will be 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.

Assessment

Teachers assess presentation as part of their normal marking in line with the marking policy. They use this formative assessment to inform their further planning. A comment on presentation could be written at the end of a piece of work as one of that child's "Two stars and a wish" (see Marking Policy).

Monitoring

The Headteacher, Senior Leadership Team, Subject Leaders and Governors will monitor the presentation of pupils' work. Monitoring can take the form of lesson observations, sampling and moderation of work and looking at teachers' planning.