



## Walkergate Community School

### Presentation Policy 2017-2018

**Across school there needs to be a consistent approach to presentation. There should be the same level of presentation and quality of work across all books.**

All books should have:

- Child's name
- Class
- Subject

For all work DUMTUMS must be shared (year 1 to year 6)

- Date
- Underline
- Miss a line
- Title
- Underline
- Miss a line
- Start

The title should be a version of the Learning Objective and this can be highlighted to show when it has been met within a piece of work.

In terms of the date, the long date will be used as appropriate but by end of year 2, all pupils **MUST** be able to write the long date correctly.

The Walkergate handwriting scheme is introduced from Nursery and this should be evident in all work.

All comments made by adults should model the School handwriting scheme and be accessible to children.

All Marking must be completed with a green pen.

Choose an appropriate number of incorrect spellings (no more than three) from any written work and underline. Correct the spelling underneath for children to write out if appropriate but independent self correcting should be encouraged at all times.

PPA work must be at an acceptable standard and acknowledged by the teacher.

*In extended writing, children can write on one side of the page leaving the other side blank to enable teacher comments to be embedded throughout the work.*

In maths books, children need to use one square for each digit.

**Reviewed September 2017**