



# Presentation of Work Policy

## **Presentation of Work Policy**

### **1. Introduction**

This school policy reflects the consensus of opinion of the whole staff. It sits alongside subject policies and assessment and feedback policies. The implementation of this policy is the responsibility of all staff.

### **2. School Ethos**

The school staff, governors and parents work together to create a caring and friendly atmosphere. This partnership is encouraged through regular dialogue at parent meetings and other opportunities. We believe that this active partnership is vital to the life and work of the school.

### **3. Aims of the school**

The broad aims of the school are:

- To enable the child to realise his/her potential through the acquisition and development of the necessary skills, concepts and knowledge
- To foster the intellectual, physical, aesthetic, spiritual, emotional, moral and social development of each child
- To provide an ordered, stimulating environment, which is meaningful in the context of children's experience
- To foster kindness and understanding between children and their peers in relation to differences of any kind – cultural, physical or intellectual
- To enrich experiences with the variety of culture, linguistic and social backgrounds within our school and its neighbouring community
- To foster good manners, self-discipline and awareness of the needs of others

### **4. Aims for the Policy**

- To be consistent across the whole school in relation to how work is set out in different subject areas so that children know from class to class and teacher to teacher such things as whether to write the date in full or in short form in maths.
- To give guidance to staff and particularly supply staff on the expectations of Bury School in this area. This is an aspect of school that has become unclear in a technological society where personal presentation skills have all too often been superseded by computer software.

### **5. Aims for the children**

- To give them firm guidance so that they can concentrate on the learning outcome rather than how their work looks.
- To have a uniform approach that leads to less confusion and time wasting in lessons.
- To improve presentation and encourage pride in their work.

### **6. Minimum "Setting-out" required in all subject areas**

All work should be :

- Dated (full date in English and short date in Maths in KS2)
- Dates and titles should be underlined with a ruler (in KS2).
- A learning objective, and success criteria is clearly evident.
- Be written in suitable handwriting which should be joined by the end of Year 4
  - Draft – planning and general work, legible but not best
  - Best/Presentation – concentrating on good style – height, joins etc. To be done in black ink or pencil for display.
- When using pen, errors to be deleted by a single line, unless several sentences are being deleted when a RULER should be used. Erasers to be used when working in pencil.

### **7. Presentation in "English" and other written work**

As for minimum plus:

KS1

- Write on the lines from the margin.

KS2

- Titles underlined and sub-headings as appropriate with a RULER
- Empty line left after a heading
- Paragraphs – indented and/or leave an empty line

**8. Presentation in Maths**

As for minimum plus:

Yrs 4-6

- Pencil to be used
- One digit per square – Y3+
- All lines to be drawn with a ruler
- Question numbers to be separate from answers
  - Margin
  - Bracket
  - Empty squares as appropriate
- Rule off the last piece of work

**9. Presentation in other areas**

As for written work

Diagrams and captions should usually be completed in pencil. Labels should be written horizontally.

All lines to be drawn with rulers

Date approved: 11<sup>th</sup> January 2017