

GREAT CHART PRIMARY SCHOOL

PRESENTATION POLICY

September 2018



Our vision is to create a school community where children participate, succeed and are proud of their achievements. We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain. It is our belief that children come to Great Chart Primary School to be happy, successful and to be the best they can be. Our core values are: Respect, Aspiration, Responsibility, Resilience, Independence and Kindness.

PRINCIPLES

At Great Chart School, all pupils will be taught the importance of clear and neat presentation in order to communicate their ideas effectively. We also hope to ensure that all pupils develop a sense of pride in the presentation of their work

PRESENTATION OF WORK IN KEY STAGE 1

EQUIPMENT

- The children write in pencil for English and Maths.
- All maths work is recorded in pencil.

LAYOUT FOR WRITTEN WORK

- For English and Maths, all work will be dated.
- The Date, LoB and/or Success Criteria can be recorded on stickers and stuck neatly at the top of written work
- Any mistakes are crossed out with a single line drawn in pencil.
- High Frequency/ Topic Spelling corrections are written above words which have been mis-spelt.
- Worksheets are trimmed to ensure that they are smaller than the book and stuck in neatly.

PRESENTATION OF WORK IN KEY STAGE 2

EQUIPMENT

- After receiving a pen licence from yr 4, the children write with black handwriting pens. They are not allowed to write in biro.
- All maths work is recorded in pencil.
- Lines shall be drawn with a ruler.

LAYOUT FOR WRITTEN WORK

- For every piece of writing, the long date is written on the top line next to the Margin.
- On the next line, the Title / Learning Objective is written from the left hand side and underlined with a pencil.
- One line gap is left between the Title and the start of the piece of writing.
- Any mistakes are crossed out with a single line drawn in pencil.
- Spelling corrections or a note to check spellings are written in the margin or at the end of the piece of work
- Guidelines are used when writing on plain paper.
- Worksheets are trimmed to ensure that they are smaller than the book and stuck in neatly.

MATHS

- For every piece of work, the short date is written on the top line next to the margin.
- On the next line, the Learning Objective is written and underlined.
- If a margin is drawn in the centre of a page, care must be taken to ensure that working out does not become squashed
- A line is left blank between each question IN Yr 5/6 when using a squared book.