



Newby and Scalby Primary School

A policy of the Governing Body

Presentation of written work Policy

Approved Jan 2011

Approved by: SLT

Review Cycle: Annual

Revision History

<i>Date</i>	<i>Short Description of changes</i>	<i>Approved by:</i>	<i>Signed:</i>
<i>Dec '13</i>	<i>No changes</i>	<i>Headteacher</i>	

Presentation of Written work

KS2 – All subjects except Maths

Date will be written up to left hand margin:

Tuesday 6th September

Title on the next line, centralised and underlined:

Presentation

Learning objectives will need to begin up to the margin and will be underlined as they are often used instead of a title. E.g.

L.O. To write in well organised paragraphs.

There will not necessarily be a title as well as a learning objective.

New paragraphs will be denoted by missing a line, no indentation.

All children will be expected to use the handwriting joins they have learnt in all their pieces of work.

Children will be given the opportunity to use ink once they have become proficient handwriters and consistently use joined handwriting. This will be at the teacher's discretion.

The use of eraser pen and liquid paper will not be allowed.

Mistakes are to have a ruler line drawn through them.

Maths

Date will be written:

6.9.05 on the left of the page, Year 3 to write on board for children to copy, working to complete independently in Year 4 and beyond.

Learning objectives/titles as in other subjects.

Calculations will be numbered with a dot, and 2 spaces left before the answer is recorded when using smaller squared books. Children using larger squares leave one space. E.g.

1. 678 pigeons

At the end of a piece of work, children will rule off on the next line once marking has been completed.

A column on the right of the page will be used for maths jottings. Year 3 and 4 children will put in the column as instructed.

Year 5 and 6 will work towards making an independent decision as to whether they need a jottings column.

Digits will be placed in the squares.

All maths work to be completed in pencil.

Rubbers may be used in maths.

KS1

Dates will be written in figures to the left side of the page in all subjects.

6.9.05

Learning Objectives will be written as in KS2.

As children become more proficient, they will number calculations as KS2.

Evaluation and Monitoring

A member of the management team will be responsible for monitoring the presentation of written work. This will be supported by other staff. Feedback will be given to individual teachers and to the whole staff as necessary. Governors will be informed, via the Governors' Pupil Performance Committee, of the results of monitoring exercises. All findings will be used to inform future planning.

Equal Opportunities

Please see Equal Opportunities Policy.