



## HIGHGATE PRIMARY SCHOOL

### **Presentation of Work Policy**

September 2020

#### **Introduction**

At Highgate Primary School, we believe that high quality, consistent presentation of work is a key skill that we want to encourage our children to develop.

#### **Aims**

The purpose of this policy is to provide a consistent approach to presentation of all children's written work throughout the school, and to provide a baseline for judging standards of presentation.

We want all children of all abilities to:

- present their work to the highest possible standards
- present work in a manner appropriate to the subject, the purpose and the audience for which it is intended
- appreciate, care for and take a pride in their written work

#### **Expectations of all adults**

All adults in school, especially teaching and support staff, are role models for presentation and high expectations. They are responsible for modelling good practice, ensuring all children understand and follow presentation expectations and provide support to ensure all children present their work to the best of their ability. Therefore, all handwriting which is on display (whiteboards, IVBs, flip-charts, displays) or written in children's books should be consistent with the school's handwriting expectations.

Teachers should share their expectations with the children at the beginning of each term and constantly remind children to demonstrate these in their work.

#### **Children's work in books**

From Year 2 upwards, the majority of children's work should be completed in exercise books.

##### English Books

Children's first drafts and English exercises not related to the topic, in particular exercises in grammar, spelling and punctuation, should be completed in the child's English book.

##### Topic book

Where appropriate, final copies of work which is related to the class half-termly topic, should be completed within the child's Topic Book.

##### Extended Writing Book

Children's weekly 'extended writing should be completed in the Extended Writing Book.

##### Worksheets

Worksheets should only be used when absolutely necessary, i.e. to support a child to scaffold their work. When they are used, they should be trimmed to size and stuck into the appropriate book. Question sheets should not routinely be stuck into children's books.

### Maths Books

Children use a separate book for maths. Books are usually plain paper, however squared paper may be used to support children with specific needs.

### Homework Books

Homework task and guidance trimmed and stuck in at top of page. Children complete homework task pages within the homework book.

### **Guidelines for setting out work in books**

- Date written on the left hand side of the top line in full form for English and in number in all other subjects
- Leave a line under the date
- Title, which might be the learning objective, underlined,
- Where necessary, learning objective can be written as a subheading under the title
- Miss a line before starting work
- Single spaced
- Leave one line between each paragraph
- If less than half a page has been used, the previous piece of work should be ruled off, otherwise, new written on the following page of the book
- Ensure children do not leave blank pages

### **Other expectations**

- When sticking work/labels/success criteria etc. into books, ensure straight and cut to size
- Books, either labelled or handwritten by adult, with the child's full name, class and subject
- Targets stuck onto the inside front cover of Extended Writing and Maths books
- Neat and legible handwriting insisted upon in all pieces of written work
- Pens used for written work at the point where the teacher judges the child's handwriting to be sufficiently neat, fluent and legible
- Maths completed in pencil
- Ruler used for all underlining, graphs, tables, etc.
- Rubbers not routinely used. Mistakes crossed out with a single line
- Doodles not permitted on work or book covers
- Peer marking carried out using 'Post-it' notes

### **Links to other Policies**

This policy should be read alongside the following policies

- Assessment Policy
- Display Guidance
- Handwriting Policy
- Teaching and Learning Policy

### **Procedures for policy monitoring and dissemination**

The policy statement will be reviewed annually by the Governors' Curriculum Committee. All members of staff and governors will receive a copy of this policy. Copies are available to parents on request and on the school website.

### **Staff Responsible for policy implementation**

Headteacher	William Dean
Subject Leader for English	Ruth Vince