

# Presentation of Work Policy

## The Bythams Primary School




**Reviewed and updated:** January 2023

**Next review:** January 2025

Signed:  .....

Name: Laura Martin  
(Headteacher)

Date:  .....

## Presentation of Work Policy

At the Bythams Primary School we believe it is important for children to value and take pride in their work. We expect all children to present their work to the very best of their ability.

### All teaching staff agree to:

- Explicitly model and teach the agreed layout and style in which all work should be presented including the agreed handwriting style.
- Consistently reinforce and expect work to be presented to the highest possible standard.
- Praise and reward children whose work reaches expected standards of presentation
- Display and regularly refer to examples of how we expect work to be presented
- Subject leaders and Senior Leaders regularly monitor pupil's work and make comments in relation to standards of presentation.

In order to ensure a shared understanding, high expectations and a consistent approach throughout the school we have agreed the following:

### All work

- Date - top left hand corner of the page and underlined. The numerical date will be used for maths and full date in all other subjects (8.10.22 Monday 8<sup>th</sup> October 2022)
- In EYFS and KS1, the Learning Objective and assessment will be on a sticker which will be stuck onto the page. KS2 will use a sticker for the Learning Objective and assessment in maths but this will be handwritten by the children for all other subjects.
- Margin - used for lettering/numbering eg. 1. A. a.
- All writing to begin from the margin
- Paragraphs - leave a line, start paragraph on the next new line
- All work on worksheets will have a date and learning objective. They are to be marked and stuck into workbooks in chronological order.
- All work should be written in pencil until children have achieved a pen licence when they may produce written work with a school handwriting pen.
- All lines must be drawn with a ruler in pencil.

Errors should be drawn through with a single line, rubbers are only to be used for display work

**Maths**

- Always use a pencil for maths work
- Use one square for each digit/ sign.
- Leave 2 squares between each calculation
- Use a sharp pencil and ruler when drawing diagrams/ shapes/ lines
- Make your answer is clear by underlining using a ruler.

#### **All work**

- All drawings/diagrams/graphs must be completed in pencil.
- No drawing/doodling on covers of any exercise books.

#### **Conclusion**

This policy should be read with the handwriting policy.