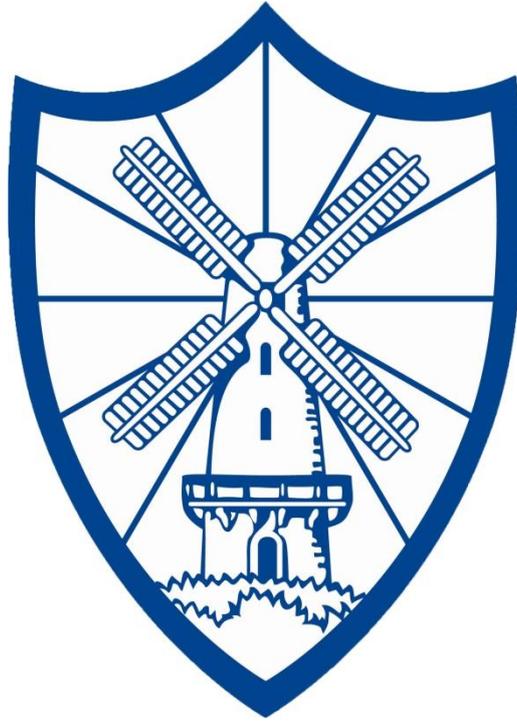


Meopham Community Academy



Presentation Guidelines

Date: May 2014



Presentation Guidelines

Aims

- To ensure children are taught to take pride in their work.
- To raise the importance of neat presentation skills.
- To reflect the high expectations the school has of the children's work.
- To provide completed pieces of work in line with the school's high expectations that can be shared with any audience.
- To provide consistent expectations for the children in their work

Key Considerations

- **The majority of work should be completed in books;** worksheets should be kept to a minimum.
- All worksheets must be trimmed and stuck into books in chronological order.
- Books must be labelled with the child's full name, class and subject.
- Targets must be stuck onto the inside front cover of the relevant book
- As the children's books are a record of their learning, all work should include a title that reflects the Learning Intention.
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work. The teacher should be a role model for excellent presentation.

Guidelines for Presentation in Books

General

- Each piece of learning in the Foundation Stage and KS1 will be dated.
- Each piece of learning in KS2, and KS1 where appropriate, will have a title and a date underlined with a ruler.
- Children will be taught to make corrections neatly: either a single line through the mistake or careful use of an eraser.
- If a child is starting a new piece of learning, they will need to start a new page.
- Children will be taught to keep the covers of their books neat. No writing will be on the cover of the books unless it is required by the teacher.
- Question numbers/ letters should always be written in the margin.
- From Y1- Y6, felt pens and gel pens should not be used in books. Coloured handwriting pens can be used for mind-mapping.
- In Reception, children will begin writing using felt tip pens.
- Teacher's marking will reflect the high expectations of presentation.



Written work in Numeracy

- A sharp pencil will be used in Numeracy from Year 1 to Year 6.
- Title is written in the centre of the next line. The title of work will refer to the learning intention of that lesson.
- The date is written in numerical form from left to right: e.g. 17.01.04.
- Rulers are used for all straight lines.
- With appropriately sized paper, pupils will write one digit per square.

Written tasks across the rest of the curriculum

- Children will be taught to write on the line and to start by the margin. This will be insisted upon.
- Handwriting pens should be offered as a tool of choice for use in writing tasks from January in Year 3. These pens must be blue.
- Purple 'polishing pens' will be used when editing and improving written work.
- When drawing, a sharp pencil must be used.
- From Y1-Y6, when colouring, **only** coloured pencils may be used.