

Forres Sandle Manor (Academic) Policy

Policy Title	Presentation of Written Work
Policy Lead (Appointment (& Initials))	Deputy Head (Academic) (WP)
Date of Last Review	September 2018
Date of Next Review	June 2020

PRESENTATION OF WRITTEN WORK

At FSM we value pupil's work. Good presentation is therefore a priority, contributing towards a sense of pride and achievement. Good presentation will encourage children to be proud of their work, to respect the equipment and books they are given, to do the best quality work possible and to persevere with tasks until they are completed and aesthetically pleasing.

The teacher's role is to:

- Clarify the high expectations of presentation to the whole class
- Regularly remind pupils of these expectations
- Positively praise children for improving their presentation
- Monitor pupil's work and provide time for completing it
- Encourage pupils to edit their work and incorporate appropriate strategies
- Provide good quality books and paper which are stored carefully
- Provide good quality printers and paper
- Be aware of their own writing and model it for pupils
- Foster a culture that mistakes are part of the learning process; they should be visible and seen as positive learning opportunities

The pupil's role is to:

- Do their best work and take pride in it
- Complete tasks
- Abstain from scribbling in books or defacing them
- Respect the work of others
- Listen to and follow instructions for presenting work neatly

Guidelines

- All pieces of work to be assessed should be clearly **titled** and **dated**, and **named** if necessary (all underlined). The teacher will clarify whether the date is written in words or numbers. Generally the long date is written unless specifically instructed to the contrary
- Titles should be centred and underlined, dates should be top right and underlined and, if required, names should be top left and underlined
- Blue or black ink must be used by pupils

- Ink erasers or Tippex (rolls not brushes) may be used for final pieces of work only
- Teachers should model and encourage errors to be crossed through with a single straight line using a ruler
- All pieces of work should have margins, unless otherwise instructed, and nothing should be written in the margin except for numbers and letters
- Work that is of unsatisfactory presentation must be re-done
- In Pre-Prep pencil is used. In Year 3 the change is made to pen during the summer term, except for Maths which continues in pencil. From Year 4 onwards children are encouraged to use a quality ink pen but not biro
- All straight lines should be drawn with a ruler
- When labelling diagrams, drawings, graphs and tables expectations should be clearly defined
- The teacher should model what is required if there is a need to do so

This policy is monitored through:

- Regular scrutiny of children's work
- Lesson observations to monitor the quality of teaching and implementation of this policy