



**ST THOMAS A BECKET RC SCHOOL**

## **PRESENTATION OF WORK POLICY**

**DATE OF LAST REVIEW:      NOVEMBER 2019**

**AGREED BY GOVERNORS:    NOVEMBER 2019**

**FREQUENCY OF REVIEW:    ANNUALLY**

**DATE OF NEXT REVIEW:     NOVEMBER 2020**



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## PRESENTATION OF WORK: Information and Expectations

At St Thomas a Becket, high quality presentation is, and has always been an essential and valuable tool for the children to aspire to. Good presentation allows a child to feel that their work is neat and organised which allows them to have a real sense of pride in their work, regardless of their ability.

### The Process of Presentation involves:

#### **Instructing the children on:**

- the layout of their work.
- using the correct equipment. (including taking care/upkeep of it.)
- constant reminders about expectations.
- encouragement and praise.

#### Equipment:

- Sharp long pencils; all small pencils to be thrown/used, please, for other purposes. Please make sure that that pencils are always sharpened for the beginning of the school day and when needed during the day.



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- Vpens (other handwriting pens can be used for a short period if a child is finding it difficult to use the Vpen)
- Purple pens: to be used for pupil's response to marking feedback; learning questions/Next Steps.
- Pencil sharpeners; lots of them, accessible to the children.
- Rubbers- can be used sparingly but should be used to avoid scribbling out.
- Rulers for underlining.
- Colouring Pencils: Please only use these in all subject books.
- Felt Tips/Gel Pens to be used for work on paper/posters etc.

**\*\*Please make sure that all of the above equipment is ready for the children at the start of each day and lesson.**



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## Dates, Learning Objectives(LO) & Titles:

**Reception - Year 2** will use labels for the above. Year 2 will **begin** to write their own dates and move on to writing LOs, also. This should be happening in two subjects, please.

**Year 3 -Year 6** will write all of the above with the exception of the children who are not able to do this.

**Date:** Please write on the top line of the page

**LO:** Please write on the line below the date

**Title:** Only if needed, miss a line from the LO to write this  
**\*\*Miss a line either from the LO or the title to begin the task.**

Please make sure that both the date and LO are underlined with a **SHARP**, red pencil. Please make sure there are enough red pencils for each table.

**Margins:** Use a pencil and ruler to do this. If children find this difficult, ask adults to have drawn them for the children and then to practice with them. (Most books now have margins.)

## Mistakes in Children's Work:

If a child makes a mistake and wishes to write a word or phrase out again, they must use a **plain pencil and a ruler** to cross it out once. Do not use a rubber.

If a child makes a mistake in their maths books, they must use a **pencil and ruler** to cross out the sum and leave a space to write the sum out



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again. If and when a teacher allows a pupil to use a rubber, they can rub the sum out.

## Inspire Maths: Short Dates

Please make sure that all work is dated in both Maths journal and Practice book. **Key Stage 2** children to underline the date in red pencil with a ruler.

When using the Maths journal, please write the date and LO.

- In the Maths Journals, the children are expected to work neatly, working across the page.
- Circle each question number.
- Miss one square from the question number to begin the sum.
- Encourage the children to use the square to write the numbers in.
- If the children are responding to a Learning Question, they can use a purple pen(?)
- The children should be encouraged to work neatly in their practice books.

## Overall Presentation:

### Staff

Please make sure work sheets/task sheets given to the children are neat and cropped to the size of the books.

Please make sure staff and /or children stick in sheets carefully, to size. As teachers, please can we write our comments with neat, legible writing, thank you!



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## Children

Please make sure the children are encouraged to:

- Have neat presentation
- Use correct finger spaces
- Write on the lines
- Write their letters in a consistent size
- When ready, join their handwriting at all times

Please constantly encourage/remind/badger the children to present and set out their work **neatly** in all of their work books.

Please give as much praise as possible, showing the children examples of their peers' work (use lots of children and examples).

Please give positive comments/stickers for presentation in their marking feedback, especially for those children who find it particularly difficult to present their work neatly.

As teachers, please can we write our comments with neat, legible writing, thank you!

Use Star Learners to acknowledge neat/improved presentation.

If you feel a child could begin a piece of work again, take the page out and encourage them to start again, neatly.

Please do allow the children to choose to start their work again.



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## **Starting a new piece of work:**

Please always ask the children to start a new page for a new piece of work.

If a child has used a new page to respond to feedback from their work, again, please start a new page.

If there are any other points/ideas we can discuss for the Presentation Policy that would be great.