

Presentation and layout Guidance September 2022

Ofsted 2017: Raising teachers' expectations of pupils' handwriting and presentation.

Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the children.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.

Please refer to the Handwriting Policy and Calculation Policy

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| <p><u>Key Stage 1</u> Teachers/adults promote high expectations of handwriting & presentation throughout all subjects. Teachers model high quality handwriting and presentation in lessons and books.</p> | <p><u>Key Stage 2</u> Teachers/adults promote high expectations of handwriting & presentation throughout all subjects. Teachers model high quality handwriting and presentation in lessons and books.</p> |
| <p><u>Writing & other subjects</u></p> <ul style="list-style-type: none"> • Full date written up to the margin on the left eg Monday 5th September 2022 • Miss a line and write short title • Miss line and start work starting from the margin • Rubbers can be used with discretion as this avoids excessive crossing out • If work is crossed out then one line through a mistake • Editing/proofreading/corrections done in red pen • If a child has missed a lesson write date in numbers and reason eg intervention/reading/absent • There should be no doodling/graffiti on any of the book • Any drawings/annotations must be done in pencil. No felt-tip in the book • All pages to be used one after the other • If a worksheet is stuck in a book in this must be on buff paper and sliced and straight • When work is for a folder and is on a worksheet the expectations of presentation & handwriting remain high. This work must have the full date (unless maths) and their full name • Spellings if written out 3 x are under the work, unless in editing • If numbers are used in a list etc. These should be put in the margin • See marking & feedback policy | <p><u>Writing & other subjects</u></p> <ul style="list-style-type: none"> • Full date written up to the margin on the left eg Monday 5th September 2022 and underlined in pencil (even if they write in pen) • When children write in pen this must be blue and use handwriting style pens • Pens should be used for all written work as soon as possible from Year 4 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat, fluent and legible. Some children may move to pen in Year 3 • Miss a line and write the objective Can I? under line in PENCIL using a ruler • Miss line and start work starting from the margin • Rubbers can be used with discretion as this avoids excessive crossing out • If work is crossed out then one line through a mistake • Editing/proofreading/corrections done in red pen • If a child has missed a lesson write date in numbers and reason eg intervention/reading/absent • There should be no doodling/graffiti on any of the book • Any drawings/annotations must be done in pencil. Annotation lines are in pencil also using a ruler. No felt-tip in the book • If a worksheet is stuck in a book this must be on buff paper and sliced and straight • All pages used one after the other. • If numbers are used in a list etc. These should be put in the margin • If a paragraph is used then miss a line • Highlighting in highlighter pens - see marking and feedback • At the start of a new piece of work, miss a line under the last piece of work, rule off using a pencil and start on a new line. • When work is for a folder and is on a worksheet the expectations of presentation & handwriting remain high. This work must have the full date (unless maths) and their full name • Spellings if written out 3 x are under the work, unless in editing. Sp in the margin and squiggle under if teacher mark • See feedback and marking policy |

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| <ul style="list-style-type: none"> • All work must be completed in pencil • The date is written in numbers on the left-hand side 5.9.2022 • A short title to indicate learning • Numbers must be written: 1 2 3 4 5 6 7 8 9 0 • There should be one number in each square. • An operation symbol should have its own square • Each calculation question should be numbered eg 1. 2. And one clear square between calculations • Children work down the page on the left. • Worksheets must be on buff & must be sliced and stuck in straight. • When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left of the column • Calculations which involve exchanging/carrying should see the relevant digit beneath the bottom line of the column. • When work is for a folder and is on a worksheet the expectations of presentation & handwriting remain high. This work must have the number date • If a child has missed a lesson write date in numbers and reason eg intervention/reading/absent • There should be no doodling/graffiti on any of the book • Pupil marking and corrections are done in red pen • Teacher & adult mark in green pen • See Marking and Feedback policy | <ul style="list-style-type: none"> • All work must be completed in pencil • The date is written in numbers on the left hand side 5.9.2022 and underlined • The Can I still? If completed in books must be underlined • The main lesson objective should be written in pencil as a Can I? and underlined using pencil • Numbers must be written: 1 2 3 4 5 6 7 8 9 0 • There should be one number in each square • An operation symbol should have its own square • Each calculation question should be numbered eg 1. 2. And one clear square between calculations • Children work down the page on the left. New question new line. • Worksheets must be on buff & must be sliced and stuck in straight • When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left of the column • Calculations which involve exchanging carrying should see the relevant digit beneath the bottom line of the column. • Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits. • A CLEAR comma is used to separate thousands etc. This must not look like a decimal point • When work is for a folder and is on a worksheet the expectations of presentation & handwriting remain high. This work must have the number date • A ruler must be used for any grids/representations where relevant • Pupil marking and corrections are done in red pen • If a child has missed a lesson write date in numbers and reason eg intervention/reading/absent • There should be no doodling/graffiti on any of the book • Teacher/adult mark in green pen • At the start of a new piece of work, miss a line under the last piece of work, rule off using a pencil and start on a new line. • See feedback & marking policy |