



Presentation of Work

At Mansbridge 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 agrees to:

- ♦ Explicitly model and teach the agreed layout and style in which all work should be presented including joined up handwriting
- ♦ Consistently reinforce and expect work to be presented to the highest possible standard.
- ♦ Praise and reward children whose work reaches expected standards of presentation

Children's work, which does not meet our standards of expectation, will not be accepted

- ♦ Display and regularly refer to examples of how we expect work to be presented
- ♦ Ensure all children's books have a copy of how to layout and present work in that subject
- ♦ Subject leaders and Senior Managers regularly monitoring pupil's work

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 right hand corner of the page
 - Short date
 - Underlined
- ♦ Title/Learning Objective - easily noticed
 - one line below the date
 - underlined

Year R handwritten or typed by teacher
Year 1 objectives on worksheets
Year 2 move on to Spring 1 writing own objective
Year 3 All children unless specific special needs, to write own objectives (in this case typed and stuck in)
- ♦ Margin - used for lettering/numbering
 - all writing to begin from the margin
- ♦ Paragraphs - leave a line
 - start paragraph on next new line

- ♦ All work should be written in pencil until children have achieved the level 'Scribe' when they may produce written work with a school handwriting pen (specific blue biro papermate -comfort mate only) and then Master Scribe when they receive and can use a fountain pen. (black biros for editing only)
- ♦ Highlighters may only be used for highlighting not writing, drawing or colouring in.
- ♦ All previous work should be 'lined off' or dated for the start of a new session/task
- ♦ All lines must be drawn with a ruler in pencil
- ♦ Errors should be drawn through with a single line

Maths

- ♦ Margin on each page - 3 squares wide for KS2 -ruler width for KS1
- ♦ One digit/sign per square letters as normal
- ♦ Leave 2 squares between each calculation}
 - } Where appropriate
- ♦ Leave 2 squares below each calculation }
- ♦ Clearly defined answer at the end of each calculation (ans =)
- ♦ Notation/jotting alongside calculation

All work

All drawings/diagrams/graphs must be completed in pencil.

No drawing/doodling on covers of any exercise books.

Discussed and agreed by all staff 01.09.05

Discussed and agreed by all staff 10.03.08

Discussed and agreed by all staff 09.01.12

Next review January 2017