



# **Chadsmead Primary Academy**

## **Presentation of Work Policy**

<b>Adopted</b>	<b>September 2018 by Main Governing Body</b>
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# Chadsmead Primary Academy

## Presentation of Work

### Aims

- To raise standards of presentation across the school.
- To have a consistently high standard of presentation across the school.
- Consistent classroom based displays, resources and labels.

### Presentation Guidance

#### **Book covers should indicate:**

- Child's name
- Class/Year Group
- Subject
- Children should not write on the covers of their books
- Dots indicate monitoring groups (Pink = Looked After Children. Red = Pupil Premium. Green = SEND. Yellow = English as an Additional Language. Blue = Other)

#### **Date and Titles in books:**

- All learning must be dated, either by the learner or by a supporting adult, written in words or in the number form as appropriate.
- Date is written on the first line of the work, left aligned and underlined.
- 'Learning to' and/or Titles should be, underlined and aligned to the left of the page. This can be either written by the learner or preprinted and stuck onto the page.
- Children use DUMTUM, which is displayed in classrooms, as a guide. DUMTUM = Date, Underline, Miss a line, Title, Underline, Miss a line.
- For younger children, teachers are encouraged to work towards this standard as soon as children are able.

#### **General Points:**

- Teachers should expect a good and high standard of presentation in all work across all subjects.
- To indicate a new piece of work; rule off previous work with a ruler.
- All underlining should be in pencil and supported by the use of a ruler.
- Mistakes should be removed with an eraser (at the teacher's discretion) or struck through with a single straight line. No ink erasers are to be used.
- Learning completed on a worksheet should be trimmed and stuck into the appropriate book (folded in half where necessary with the fold to the centre of the book) or placed in the book as an additional page.
- Children should use colour pencils when illustrating work in books.

#### **Handwriting:**

- Learners in Key Stage 2 must be able to demonstrate a consistently high standard of handwriting and presentation in order to be awarded a pen license. At least 3 pieces of writing in books from different curriculum areas must be shown to Mrs Grainger for consideration of a pen license. Trial practices in the use of pen and use for special pieces of learning are allowed at the discretion of the class teacher.
- Learners will always work in pencil in mathematics.
- Children are to write in blue ink only.

#### **For Teachers:**

(IWB/Resources/Classroom boards)

- Teacher should **model the agreed cursive handwriting style** whenever they are writing for the class.
- Chadsmead follows a cursive font from Join-It which should be used, in the main, for script on boards and for resources e.g. word banks.

*Rewritten: September 2018*

*Review:...Autumn 2019*