

Bosmere Junior School
South Street
Havant



PRESENTATION POLICY

Date:	November 2018
Review Date:	November 2021
Responsibility:	Headteacher
STATUTORY	No
Checked against Equality Policy	✓

Chair of Governors:	Date:
Headteacher:	Date:

Governor Monitoring:		
Activity:	Carried out by:	Date:

Bosmere Junior School Presentation Policy

AIM

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Pupils should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure expectations are raised by all staff and engender in all children a sense of pride in how their work should look.

GENERAL POINTS

- Pupils should write in pencil in maths books and in pen in all other books. (Year 3 pupils will write in pencil for all work until they 'earn' their pen.)
- Only blue ink may be used in exercise books. Only school approved handwriting pens should be used – no biros.
- Both sides of the paper in exercise books should be written on and each page before turning to the next. A new piece of work could be started on a fresh page if there is less than a third of the page remaining.
- Each piece of work must be dated on the left. As a model for this the teacher must write the date on the board. The short version of the date, i.e. 24.3.19 is to be used in maths books, but the long version in all other subjects. The date should be underlined using a ruler. (Underlining is done in pen when writing in pen.)
- Each piece of work should have a title modelled on the board by the teacher. In most cases this will be the learning intention for the task and should be started on the left hand side under the date and underlined using a ruler.
- A line should be left between the date and title and then another line left between the title and the first line of work.
- Any mistakes should be crossed out neatly using one ruled line. The correct version should be written on the same line or above the mistake, wherever is most appropriate.
- Erasers should be used sparingly as they can make more mess by smudging the page.
- Pupils should not write or draw ANYTHING on the covers of any exercise books, except their name, class and subject
- Pupils should not "doodle" or in any other way mark any of the pages in their exercise books.
- Drawings or diagrams must be done in pencil. Straight lines (for things like tables or labelling) should be drawn with a ruler unless it is intended to be a rough sketch.
- Only colouring pencils are allowed to be used in exercise books. No felt tip pens or gel pens.
- If a sheet of plain paper / worksheet is needed, this must be trimmed before being neatly stuck in.
- Margins are to be drawn in maths books when appropriate.
- Question numbers should be recorded in the margins.
- Work should be written close to a margin.
- For maths, each digit should be recorded in a separate box to assist with understanding place value.
- All question numbers should be noted and shown by a bracket, e.g. 2) as dots can be confused with decimal points.