



Presentation Policy

General

- All pieces of work will be dated with the long date in English Books by Spring Term Year 1. The short date in all other books up until UKS2, then the long date will be written in full in all subjects other than maths.
- All pieces of work will have a title, which is linked to the Learning Outcome. This will be written by the teacher, printed or written by the child.
- All dates and titles will be underlined with a ruler where it has been hand written. Children will be taught how to underline from Year 1.
- Children will leave a line after the title and then start their work.
- Pencil will be used for all mathematical work including tables, charts, diagrams and pictures in all subjects.
- A ruler will be used for all straight lines in all subjects.
- Rubbers should not be used for mistakes and a straight line with a ruler should cross out any mistakes. (This can be adapted to meet the needs of some children)
- Previous work should be ruled off and the next piece started underneath if it is less than half a page.
- If a child is absent the date and L.O should be recorded and the abbreviation (abs) then underlined with a ruler.
- Numbering for questions should be placed in the margin or to the left of the page.
- Wax crayons or felt tip pens are not used in books
- All books will have front labels for children's name, subject and class. These will be printed for every new book.
- Worksheets will be trimmed so there is no overlapping.
- All adult handwriting needs to be in line with the Penpals Handwriting scheme and should be joined from Year 3.

Writing in all books

EYFS

- All children will be writing in their books.
- Most children writing on the line with most letters formed correctly by the end of the year.
- The Learning Outcome / title will be printed on a label and stuck in.
- Children will use 15mm lines.

Year 1

- Most children will write the long date in English books
- All pieces of work will have a title
- All children will be writing on the line with letters formed correctly by the end of the year.
- Children will begin to underline their date using a ruler
- Children will use 13mm lines

Year 2

- All children will write the long date in English books
- All pieces of work will have a title
- Most children will join using the cursive style by the end of the year
- All children will underline their title and date using a ruler and pencil
- Children will use 8mm lines unless they need 13mm lines and will move on when they are

Year 3 onwards (KS2)

- All children will write the long date in English books and the title
- All children will underline the date and title using a pencil and ruler
- All children by the end of year 3 to be joining using cursive joins
- Children will be writing in pen as they are ready, they will get a pen license.
- All children will use 8mm lines



Maths

All written work in Maths books will be in pencil and follow the school's handwriting policy. Most children will join using cursive style by Year 2 and all children by the end of Year 3 (discretionary to the child).

Year 1

- Children will write the short date
- All children to use 10mm squares
- All children will write 1 digit per square
- Children will begin to underline their date and title in pencil with a ruler

Year 2

- All children will write the short date and title, underling in pencil with a ruler
- All children will write 1 digit per square
- Children will use 10mm squares

Year 3 and Year 4

- All children will write the short date and title, underling in pencil with a ruler
- All children will write 1 digit per square
- Children will use 7mm square unless they need 10mm squares and will move on when they are ready

Year 5 - 6

- The decimal point will be on the line
- Children will use 7mm squares

Inclusion

Children with high needs and those with an EHCP will follow the year group appropriate to their ability.

Review

This policy will be reviewed by all staff annually.