

Millfield Primary School
Presentation of Pupil Work Policy



Introduction

At Millfield Primary School we believe that pupils should take pride and care in all of their work to ensure that it is the best that it can be. It is important that all pupils should have a clear understanding of what is expected from them when producing a piece of work. It should be of the highest possible standard appropriate to the age and ability of the child, and should develop a sense of pride and ownership.

Aim

The aim of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children 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 give all children a sense of pride in the presentation of their work.

General Guidance

- There should be a high expectation regarding presentation of work throughout the school.
- All books should have the children's name, class and subject on the front cover.
- Titles on the front cover should be correctly spelt and legible
- Covers of all pupil books should be clean with no graffiti
- All work in all books should have a date and learning objective.
- When starting a new piece of work (where appropriate to age and ability), pupils write the date, then on the next line write the learning objective then miss a line and then begin writing. Learning objectives should be specific and child friendly. Dates and learning objectives should be underlined using a ruler and pencil.
- Exercise books are stored in a place where they will be safe and clean
- Any underlining should be completed using a ruler.
- Use of rubbers should be kept to a minimum. No correction fluids (Tippex, etc) should be used.
- Any mistakes should be crossed through with a single line.
- Diagrams should be drawn in pencil and labelled using a ruler.
- Graphs and tables should be drawn using a ruler.
- Reasonable adjustments should be made to take into account pupils with additional needs / special educational needs.

Subject Specific Guidance – English

- Teachers should ensure that pupils are using the correct designated exercise books for English skills / GPS work and Millfield Write. Any queries should be addressed to the English subject leader.
- Each piece of work should begin on a new page.
- EYFS and KS1 pupils should complete written work in pencil. There may be examples towards the end of KS1 where pupils are able to write in a fluent legible style and may complete some work in pen at the discretion of the class teacher.
- Pupils in Year 3 and Year 4 should continue to write in pencil until they demonstrate a fluent and legible style in line with age related expectations.
- Years 5 and 6 should complete all written work in pen.
- Pupils should write in blue ink using an appropriate pen.
- Felt tip pens and wax crayons should not be used in English exercise books. It may be appropriate to use highlighter pens or colouring pencils for certain tasks.
- The date should be written on the top line of each page in the 'long' format – for example: Tuesday 15th March (top left hand corner). Dates should be underlined with a pencil and ruler.
- A line should then be missed out. The Learning Objective (LO) (which should be underlined) should then be written on the next line down – starting from the left hand corner of the page. LO's should be specific and child friendly. The children should then miss out a further line before beginning their work.
- Key Stage 1 pupils should be taught to write the date in their books. (There is no need to for KS1 pupils to copy out LO as long as this is clear from work completed. LO may be written by staff if felt appropriate). However aim is for the majority of pupils in Year 2 by beginning of summer term to be completing LO's in books.
- Worksheets should be kept to a minimum.
- Where worksheets are used, they should be trimmed and stuck into books if linked to a particular piece of work.
- Any worksheets which are used should be dated and have the learning intention / objective clear in the title.

Subject Specific Guidance – Mathematics

- All work in maths books should be completed using a pencil. Dates and titles should be underlined using a ruler and pencil.
- Pupils in KS2 should draw a two square margin with a ruler on the left hand side of their page.
- All pupils should be taught to use the squares in mathematics books at all times (1 digit per square) as a guide for writing numbers/ laying out calculations.
- All work should have a date and learning objective. The short date should be written at the top left of the page by pupils (where appropriate to age and ability).
- Children should leave a line between each calculation so that work is well spaced.

Millfield Primary School – Code of Conduct

We never hurt others with words or actions.

We listen carefully, work hard and try to do our best at everything.

We respect each other, our school and the world around us.

- Children should be encouraged to cross out mistakes with a ruler and one pencil line. Incorrect answers should not be rubbed out or crossed out but repeated next to/ below the relevant work.
- Worksheet use should be kept to a minimum
- Where worksheets are used, they should be trimmed and stuck neatly into pupil books

Subject specific guidance – other curriculum areas / Cornerstones curriculum

For cross curriculum work the general presentation guidelines should be followed with each piece of work having a date and learning objective. The specific curriculum area for the pupil learning completed in a book should be indicated in the top left margin of the page.

EYFS

- Work should be dated by staff.
- Work should where possible be labelled by teacher to include LO

Key Stage 1

- Where and when appropriate pupils should be taught to write and underline short date on left hand side.
- LO to be clear – by end of Year 2 all pupils should writing LO independently in books where possible.

Key Stage 2

- Children should always be encouraged to show full working out and explanation if appropriate. If this involves a lot of writing, the final answer reached should be underlined.

Monitoring and Evaluation

The implementation of this policy will be monitored and evaluated every half term as part of our planned work sampling and book monitoring timetable.

Mr S. Kelly / Miss K Eastwood / Mr P Newbold

This policy will be reviewed every year.

Policy implemented – May 2015

Reviewed: May 2016

Date of next review: July 2017