



Presentation GUIDELINES

Presentation Guidelines – September 2014

1. All written work to have a margin.
2. **All work to be dated.**
3. KS2 Maths – long form unless already printed with LO and SC.
4. Title or Learning Objective written in the middle at the top, underlined once.
5. Learning Objective written before starting work unless pre-printed. Always printed for KS1, in Year 1 learning to stick in, by Yr 2, independent sticking.
6. Only write in pencil or blue ink when using pen. (ink types rather than biro). See handwriting policy for criteria to move to pen.
7. All maths work to be done in pencil.
8. Rubbers are not to be used routinely.
9. Any crossing out is completed with a single straight line.
10. No tippex, tippex pens or any kind of ink erasers.
11. When editing, spelling corrections to be written above the word and the original word crossed out. Children may use an insert sign or asterisk.
12. Any tables, diagrams, lines to label diagrams or graphs should be in pencil and ruled where necessary.
13. No writing on book covers other than name, class and subject.
14. No doodles or graffiti.
15. Use the most sensible next page or space without wasting space unless instructed by the teacher.
16. Worksheets or scaffolded activities should be trimmed and stuck neatly into books to show all work and progress made.
17. A4 books to be used from Year 1 upwards with book covers used for English, Maths and Science.
18. Any work unacceptably presented may be redone in playtime or as homework **taking account of any special circumstances.**
19. Where a child is out of class for any reason (eg. Music lesson) this must be documented in their book, and an opportunity allowed for catch up.