



## Policy for Presenting Children's Work

<b>Date of Policy Issue:</b>	November 2015
<b>Review Date:</b>	November 2017
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<b>Signature of Responsible Manager / Headteacher</b>	
<b>Signature of Chair of Governors</b>	
<b>Date:</b>	

### Rationale

To agree a systematic approach for presenting children's work.

### Purpose

To promote consistency in presentation across the school when children record their work, encourage high standards and children's sense of pride in their work.

### Guidelines

1. Generally, children in KS1 will start by writing the short date eg 7.9.11. For some children the teacher will write the date or a date stamp will be used. By the end of KS1 most children will be able to write the date on all pieces of work.
2. Children in classes Y3 in KS2 will write the short date for all subjects.
3. Children in Y4/5/6 in KS2 will write the short date for Mathematics and Science and the long date for all English.
4. The date will be written on the left hand side of the page in the margin.
5. Below the date, every piece of work should include a learning objective written by the child or pre-printed.
6. Children in Y4/5/6 in KS2 will rule off the last piece of work if appropriate.
7. Children in Y4/5/6 in KS2 will write the title at the beginning of a piece of work after the date and learning objective and underline (if appropriate)
8. Doodling/scribbling inside and on the covers of exercise books is unsatisfactory and is not acceptable.
9. Where errors are made, rubbers or pen erasers may be used, or the child should put one line through a mistake.
10. Blue ink is used when writing with a pen (not biro).
11. In KS2, children with a pen permit should use them for all subjects except maths, sketching and diagrams.

### Conclusion

This policy will ensure consistent high standards of presentation of children's work.

### Review

This document will be subject to review in Autumn 2017 by staff and governors.