



MONKSEATON MIDDLE SCHOOL WHOLE SCHOOL PRESENTATION POLICY

RATIONALE:

This policy is designed to ensure a consistent approach towards presentation of work throughout the school.

Presentation is an important aspect of a child's learning. Quality of presentation reflects pupil's skills and pride they take in their work.

How work is presented will depend upon learning outcomes and the audience.

STATUS	DATE
Developed	Jan09
Ratified	Jan09
Modified	Nov 14
Modified	March 16

Guidelines:

1. We encourage pupils to take a pride in their work. We set clear guidelines for each piece of work so they know what is expected of them.
2. We ensure pupils have appropriate materials necessary for producing best quality work (i.e. pens, rulers, appropriate books/paper.)
3. We provide pupils with a variety of guidelines, so that they are encouraged to present good work (e.g. display work, work for other classes, parents, community.)
4. Pupils will have the opportunity to utilise ICT provision to support presentation of work

HANDWRITING:

Our aim is to help every child develop a handwriting style which is clear, fluent, joined, legible and individual.

1. Is writing generally legible and pleasant?
2. Are letters correctly shaped and proportional?
3. Are joins correctly made?
4. Are spaces between letters, words and lines appropriate?
5. Is size of writing appropriate?
6. Is writing properly aligned?

Guidance for Handwriting in the National Curriculum

Lower Key Stage 2 (Year 3&4)

- Pupils should be joining handwriting throughout their independent writing. Handwriting should continue to be taught, with the aim of increasing the fluency with which pupils are able to write what they want to say. This in turn, will support their composition and spelling.

Upper Key Stage 2 (Year 5&6)

- Pupils should continue to practise handwriting and be encouraged to increase the speed of it, so that problems with forming letters do not get in the way of their writing down what they want to say. They should be clear about what standard of handwriting is appropriate for a particular task, for example, quick notes or a final handwritten version. They should also be taught to use an un-joined style, for example, for labelling a diagram or data, writing an email address, or for algebra and capital letter, for example, for filling in a form.

**MONKSEATON MIDDLE SCHOOL
PRESENTATION POLICY- POLICY INTO PRACTICE**

1. Pupils work written in **black** pen.
2. Date will be written for example: **29th February 2016**, (as appropriate), starting at the left hand margin and underlined with a ruler. In Maths lessons, date will be digitally written i.e. **29/9/14**.
3. Miss a line before writing the Learning Objective underneath the date. Where appropriate, the Learning Objective may replace the title, in which case it must be underlined with a ruler.
4. All rulings should be on lines already printed.
5. All drawings, illustrations, diagrams etc, should be in **pencil**. Use a ruler to pencil draw lines when labelling diagrams.
6. Written labelling on a map/diagram etc. should be **printed in pen**.
7. Colouring in should be in coloured pencil and should be kept to a minimum. Felt pens should **not** be used on pupils work.
8. Highlighting pens should be used at the discretion of the teacher.
9. Correction fluid e.g. Tippex should not be used on pupils' work.
10. If an error occurs, rule one line through it.
11. Graffiti, doodling etc, should not be accepted on the cover of workbooks or within a pupils' book.
12. Both sides of paper should be written on and each page filled before turning to the next.
13. The end of the piece of work should be clearly shown by a line drawn across the page under previous writing, including the teachers comment.
14. Departmental policy should indicate application of whole school policies with any specific departmental guidance indicated.

Monkseaton Middle School Presentation Expectations for pupils

<p>I will write in black pen unless told otherwise by my teacher. I will not use felt pens or gel pens in my book.</p>	
<p>I will write the date at the top of my work, starting at the margin. In maths I can write the short date.</p>	<p>Date Underline Miss a line</p>
<p>I will miss a line before writing the Learning Objective on the left side of my work.</p>	<p>Title Underline Miss a line Start the work</p>
<p>I will underline the date and Learning Objective using a ruler, following the lines already printed.</p>	
<p>I will start all writing next to the margin on the left hand side.</p>	
<p>I will not leave blank pages in my books. If I start new work I will leave a line and draw a line using a ruler and pencil.</p>	
<p>If I make a mistake I will put one neat line through it.</p>	<p>Oops</p>
<p>I will write neatly in my best handwriting and will always write on the lines in my book.</p>	
<p>I will look after my book and not draw on the front cover or doodle inside my book.</p>	