



Presentation of Work Policy

October 2018



King's Infant School

The British School of Madrid

Chamartín

Purpose and Scope

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow.

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, Dojo points, Head Teacher Awards)
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting.
- You are the most important role model for presentation and high expectations. Use the resources available to you e.g. lines and grids on the Interactive Whiteboard to model good practice.

General Rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children in KS1, e.g. green, pink and blue pens for marking when self-assessing or peer marking.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and corrections pens are not used.
- If a child is absent for a long period of time, please make a note with the date and absent. e.g. 10.03.18 - Absent

Additional Presentation Guidelines

Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Standard's Reviews
- Lesson Observations
- Pupil interviews

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to Year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term of FS2.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil Crayons can be used in exercise books. Felt pens will only be used on sheets of paper.

WALT

- Adults will add the learning objective until children are capable of adding this independently.

Staff will encourage

- Staff will emphasise correct letter formation and left to right orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. Children will need to be taught how to do this.

Dating work

- In maths the short date is used, e.g. 03.10.18 (See appendix C)
- In literacy children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the Spring term of year 1 or earlier if possible, e.g. Monday 8th September (See appendix D)

Writing the Lesson objective

- Children will work towards writing the WALT/title. Ideally by the summer term, earlier if possible.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis and correct letter formation will be reinforced through other work (English, topic, maths books).
- Handwriting books will be used for this.

Indicating errors

- Children will indicate an error with one neat line through work.

Dating work

- In maths the short date is used, e.g. 16.03.03 (See appendix E)
- In literacy the longer date is used, e.g. Monday 8th September 2018. (See appendix F)

Writing the WALT

- Children will write the WALT/title.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square
- Margin two squares deep to be drawn using a ruler

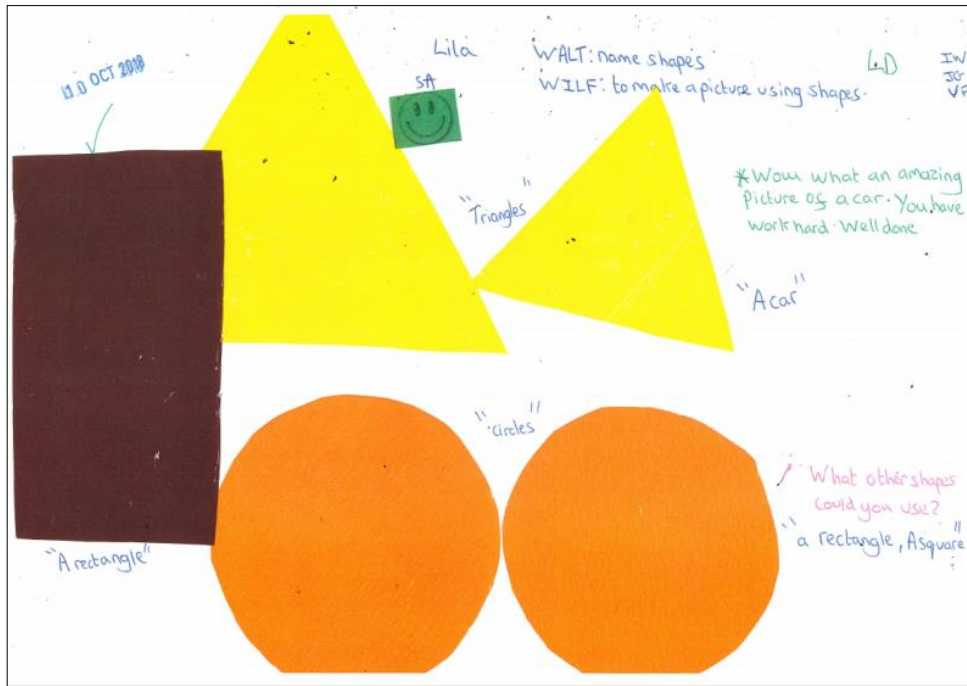
Care of Books

- Children will not doodle on pages or on the covers of their books

Appendix:

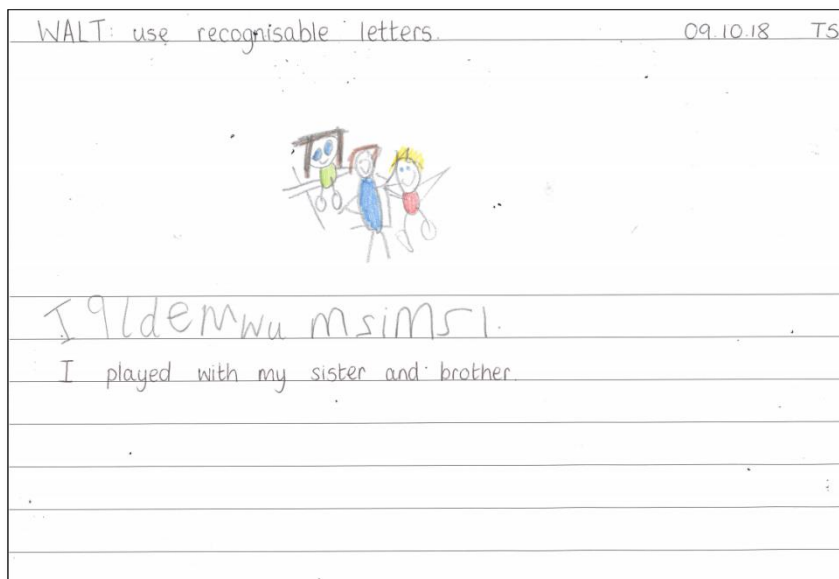
Samples of work

Appendix A - Reception - Maths



Appendix A

Reception - Literacy

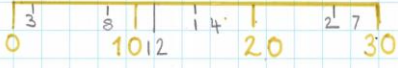


Appendix C - Year 1 - Maths

19.10.18
Place value

$$26 = 20 + 6$$
$$32 = 30 + 2$$
$$49 = 40 + 9$$
$$13 = 10 + 3$$

$$21 > 12 \quad 33 < 43$$
$$27 < 32 \quad 28 < 40$$



Appendix D - Year 1 - Literacy

Monday 17th September 2018 IW

○ My shopping list.

1. bread
2. milk
3. eggs
4. cheese
5. ham
6. flour

Appendix E - Year 2 - Maths

19.10.18
Add two 2 digit numbers

$\begin{array}{r} 65 \\ + 23 \\ \hline 88 \end{array}$	$\begin{array}{r} 56 \\ + 37 \\ \hline 93 \end{array}$	$\begin{array}{r} 72 \\ + 19 \\ \hline 91 \end{array}$
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$63 + 32$
 $3 + 2 = 5$
 $60 + 30 = 90$
 $90 + 5 = 95$

$45 + 24$
 $5 + 4 = 9$
 $40 + 20 = 60$
 $60 + 9 = 69$

Sam hasn't done his partitioning correctly. Can you **explain** the mistake he has made in each addition?

$43 + 24 = 5$	$73 + 14 = 7$
$3 + 2 = 80$	$3 + 4 = 8$
$40 + 40 = 85$	$7 + 1 = 15$

a) Sam didn't partition 24 correctly, instead of 20 and 4 he swapped his ones and tens around and wrote 40 and 2.

Appendix F - Year 2 - Literacy

○ Monday 8th October 2018 IW
Applying ~~the~~ adverbials of time

First, get two delicious, yummy pieces of bread and place the bread on a plate.

Next, spread some butter on the tasty, soft bread.

Then, slice an egg and place it inside the two tasty, delicious bread but place it on top of the butter.

Before you eat the sandwich, get a soft, delicious ham and place it on the egg.

Finally, eat the soft, tasty sandwich so you aren't hungry.

Monitoring, Evaluation and Review:

Our presentation policy will be reviewed next in September 2019 by KIS teaching team to assess its implementation and effectiveness. This policy is agreed on, implemented and promoted throughout our school.

Created and Reviewed by:	Police Category:
SLT October 2018	
Approved By:	Next Review:
Elena Benito	September 2019
Approved by KGB: December 2016	Next Review: