



**Redlands Community**  
Primary School

Working Together and Aiming for Excellence

# Sileby Redlands Community Primary School

## **“Presentation Policy”**

### **Guidelines for presentation of all written work**

#### **Date and Title**

- All work must have a Date and Learning Objective.
- The date should be written on the top line, (or the next available line). From Year 2 onwards, the full date should be written for Literacy, Science and Topic subjects.
- Only in Maths is a numerical date acceptable.
- In KS1 the full date will be displayed every day and children will be given opportunities to practice writing the full date.
- Pupils in Year 2 (and Higher attaining Year 1) and KS2 will underline both of these neatly with a single ruled line – in pencil.
- Pupils in Year 1 may begin to underline dates and headings. Foundation Stage should not underline at all.

### **Completion of written work**

- In KS2 a 3 squared margin should be drawn, if there is not one pre-printed.
- If an exercise is numbered, the numbers are to be put in the margin followed by a full stop.
- Pupils should begin the next piece of work on a new page.
- Pupils will be encouraged to do their neatest handwriting at all times.
- If a mistake is made then in KS1 & 2 - a single line should be drawn through the word *e.g. ~~elefant~~ elephant*
- No writing or marks of any kind should be on the covers of exercise books.

### **Completion of work in Numeracy**

- Pupils will use rulers for drawing all lines.
- Where appropriate, pupils will leave a line under each calculation before starting the next.
- Calculations will also be written across a page to ensure space is not wasted.

### **Use of pens and pencils**

- Pupils in Foundation Stage will use a variety of mark making materials.
- In KS1 pupils will begin by using a pencil and will develop their handwriting skills.
- A pen licence (and pen) will be awarded when the pupil's handwriting is consistently neat, joined and appropriate to the task.
- It is the teachers' decision to introduce the use of pens when pupils are able to use them consistently. Pens and pen licences can be introduced from Year 2 onwards.
- Additional arrangements will be made for those children who are left handed to prevent working being smudged due to the movement of the hand across the page.