



# Great Missenden C of E Combined School

## PRESENTATION OF WORK POLICY

At Great Missenden C of E Combined School we want children to develop their knowledge and thinking skills in all subjects. Clear and thoughtful presentation of work is a very important part of this process.

We expect high standards from the children and always encourage them to take pride in their work. Teachers and Learning Support Staff model careful and neat presentation, and children see consistent practices throughout the school, making it clear what is expected of them.

Here are the guidelines that we follow to ensure that our pupils' work reflects their ability and understanding.

- The date will be written on the right hand side of the top line, and underlined with a ruler in pencil.
- The WALT learning objective will be written underneath, with the letters WALT in the left margin and the learning objective left justified. The WALT will be underlined with a ruler.
- The short date may be written in exercise books with the exception of Literacy books, where the long date will always be written.
- In Key Stage 1 classes and at the beginning of Year 3, written work will always be done using a sharp pencil and errors will be rubbed out using an eraser. Children will use pencil until they gain their "Pen Licence".
- Pupils writing in pen may only write in dark blue ink. Biro is not allowed. The school keeps a stock of dark blue pens.
- Pen errors should be crossed out with a single line through the middle. The use of Tippex is not permitted in school.
- All Maths work throughout the school will be written in pencil. In Maths books, there should be one digit in each small square. At the end of a lengthy calculation, the final answer should be underlined for clarity.

- Any drawings or diagrams in books will be drawn in pencil and coloured in using coloured pencils or crayons. Felt tips and gel pens are not permitted, except for art work and posters for display.
- In Key Stage 2, pupils will be taught to use margins correctly, for example, as a means of using bullet points or numbered points. In books with no margin, a margin must be drawn in pencil.
- Photocopied and other sheets should not be stuck into books unless absolutely necessary. Children have folders for the storage of sheets. If papers, outlines or instructions do need to be included in children's books, they should be no larger than the page itself and stuck in flat, not folded.

**POLICY REVIEWED AND UPDATED SEPTEMBER 2016**