



Presentation Policy

Aims

- To produce a consistent approach towards the presentation of work throughout Dormer House School.
- To ensure that all pupils are aware of the standards expected of them and know that this will apply whichever teacher is taking the class.
- To set high expectations which engender a sense of pride in how their work should look.

Objectives

These objectives relate directly to the aims for presentation of all work at Dormer House School. In order to fulfil these aims staff should ensure:

- Both sides of the paper should be written on and each page filled before turning to the next page when story writing or undertaking maths exercises: a new page may be started for a new piece of work.
- Each piece of work must be dated on the left. As a model for this the teacher must write the date on the board. The short version of the date, with "dots", i.e. 24.03.07 is to be used in Maths books, Science, Sketch and Nature Study books and on all worksheets, but the long version in all other subjects. Children should know how to spell the days of the week and months of the year. The date should be underlined using a ruler and pencil.
- Each piece of work should have a title modelled on the board by the teacher. This should be placed in the centre of the next but one line under the date and underlined **using a ruler**, otherwise known as 'DUMTUM'.

e.g.

Thursday 24th June 2008

My Own Story

- Children will write on every line thereafter. The only exception to this may be during a creative/extended writing activity where teachers may need the space to correct any errors clearly or where the child may need the space to re-draft and/or include new ideas.
- A new page should generally only be used if there are less than 4 lines left on a previous page.
- If the work consists of diagrams or pictures on a separate piece of paper then it must be trimmed and stuck in neatly.

- Any mistakes should be crossed out neatly using one ruled line. The correct version should be written on the same line or above the mistake, wherever is most appropriate. Tippex is not allowed.
- Rubbers should be used sparingly as they can make more mess by smudging the page.
- The use of pen or pencil is determined by the guidelines set out in the handwriting policy. Ink should be encouraged from year 4 onwards, although pencil may be of more use in some lessons such as note taking or drafting. Ink should be used to produce “best” copies from year 3 onwards if possible.
- Only blue ink may be used in exercise books. Specific handwriting pens only should be used.
- A child should not write or draw ANYTHING on the covers of any exercise books.
- Felt tip pens and gel pens should not be used in any exercise books. Colouring pencils only should be used to colour in.
- Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch. If a plain page is needed this must be trimmed before being neatly stuck in.

English

See notes above which refer to pieces of extended writing.

Question numbers should be recorded in the margins.

Mathematics

Numeracy work is to be recorded in pencil.

A title may be a text book heading and page reference number.

e.g.

24.06.08

Multiplication

P48

1)

2)

- To maximise on workbooks, each page should be folded in half.
- ALL lines should be drawn with a ruler; this includes answer lines for vertical sums, tables, graphs and all straight sided shapes.
- For those children using squared pages, each digit should be written in a separate box if possible to assist with understanding place value.
- All question numbers should be noted in the margin or shown by a bracket, e.g. 2) as dots can be confused with decimal points.
- Any corrections should be written out again as a new sum, rather than being altered on the original sum.

Science

- Rulers must be used for any diagrams that need straight sides represented.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in ink if appropriate.
- Any colouring should be done using colouring pencils.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed.

See notes above which refer to use of plain pages for diagrams.

History / Geography /R.E.

- All diagrams and maps should be drawn in pencil and colouring pencils.
- See notes above that refer to use of plain pages for diagrams.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed.

Art/Nature Study

- All work in sketchbooks should be dated in figures and titled if required using a pencil.
- All notes to accompany observational drawings should be written in pencil using guide lines to ensure that writing is straight and lines are evenly spaced.

Examples of Presentation steps – to be displayed in all classrooms

CHECKLIST for every new piece of work – 'DUMTUM'

1. Date and underline, with a ruler.
2. Title and underline, with a ruler.

This policy is monitored by the Headteacher and the Trustees and will be reviewed in three years, or earlier if necessary.

Signed

Date: