

# Meon Junior School

## Presentation Policy

### April 2018

#### Aim

At Meon Junior School we see presentation as being an important part in the education of our children. It is essential for establishing high expectations in all areas of the curriculum.

#### General Guidelines

- Whole school presentation expectations will be shared with the class at the beginning of the year. These expectations will be regularly reinforced by all staff.
- If on occasion presentation is unsatisfactory, it may be necessary to require a child to repeat a piece of work. However, this should not be the norm and teachers need to ascertain if this is appropriate.
- Each piece of work should have the learning objective display for pupils to copy. This should be underlined using a ruler and pencil.
- Children must leave a line between their title and the start of their work.
- Lined exercise books that do not already have a printed margin must have a pencil margin drawn down the left hand side of every page, which is a consistent width, i.e. the width of the ruler.
- If work is done on a sheet of paper it should be trimmed and stuck in neatly. Children or adults could do this.
- Any mistakes should be either erased carefully or crossed out neatly using one neat line.
- Rubbers should be used sparingly as is it good practice for teachers to see errors.
- Children should not write or draw ANYTHING on the covers of any exercise books.
- Children should not doodle inside any of their books.

#### SPECIFIC SUBJECTS

##### English

- The long date must be written.
- Question numbers should be recorded in the margins.
- The use of pen or pencil is determined by the guidelines set out by the classteacher.

##### Maths

- The short date must be written
- All numeracy work is to be recorded in pencil.
- All lines should be drawn with a ruler, this includes answer lines for vertical calculations, tables, graphs and all straight sided shapes.
- When using square pages, the children will be encouraged to put one digit in each square.
- All question numbers should be written in the margin.
- Any corrections should be written out again as a new calculation rather than being altered on the original calculation.

##### All Other Subjects

- The long date must be written, except in special circumstances where this would be detrimental to the children's learning.
- All other writing is to be completed in pen when then children are ready. (See the handwriting policy for guidelines.)
- Any diagrams should be drawn in pencil and labelled in pen.
- Rulers must be used for any diagrams that need straight sides represented.