

Presentation of Work

- 1. Always check that children – are holding their pencil correctly**
 - are forming letters and number correctly
 (See *Nelson Handwriting Books*)

2. Books and paper used

Books & Paper	Plain	Very wide lines	Wide lines	Narrow lines	10mm squares	8mm squares
R/Y1	/	/	/		/	
Yr 2	/	/	/		/	
Yr 3	/		/	/	/	/
Yr 4	/			/		/
Yr 5	/			/		/
Yr 6	/			/		/

3. Written Work

- ❑ Only when joined writing is consistently neat using pencil should children move on to using a fountain, fibre tipped or roller ball pen. (Ballpoint pen should not be used). Pens will probably be introduced during Year 5.
- ❑ The long date *and* short date should be displayed each day in the classroom
 In Key Stage 2 the long date is usually used for extended pieces of work; the short date for exercises, work sheets etc.
- ❑ The date and a title should be written for each piece of work. The title should be underlined.
- ❑ A line should be left blank under the title and between any pieces of work – work should not be ruled off.
- ❑ Most written work should be done in exercise books – any additional work done on sheets of paper should be named.
- ❑ Staff should use the concept of *Best Writing* (e.g for exercise books) and *Fast Writing* (e.g. for taking notes)
- ❑ Teachers may ask that untidy work to be redone where appropriate.
- ❑ Simple numbering should be used, separated by either a full stop, circle, bracket or space (in margins where appropriate).
- ❑ Corrections done by children should be neat using one straight line through the mistake. The use of erasers should be discouraged when writing as children should be encouraged to show their mistakes. Tippex should not be used by children.
- ❑ When setting, assessing and marking children’s written work, reference should be made to the school’s *Marking Policy* and conventions, *Handwriting Policy* and *Spelling Policy* to ensure consistency throughout the school.
- ❑ Book covers should not be defaced by ‘doodling’ etc.

3. Mathematics

- ❑ Work should be done in pencil
- ❑ Work should be dated using the short date format (12.10.00)
- ❑ A topic title should be written at the top of the piece of work – underlined
- ❑ When writing calculations, one digit should be written per square
- ❑ Generally, calculations should be set out *across* the page
- ❑ Simple numbering should be used, separated by either a full stop, circle, bracket or space (in margins where appropriate).
- ❑ All working required should be shown
- ❑ Answers should include *cm, m, kg, etc* where applicable
- ❑ Corrections should be clearly marked - incorrect sums or answers should be re-written rather than rubbed out and corrected
- ❑ All straight lines should be ruled

4. Diagrams and Maps

- ❑ These should be done in pencil
- ❑ Labels and captions should be printed
- ❑ Labels should be written horizontally