

PARK SCHOOL - PRESENTATION OF WORK POLICY

1. THE FOLLOWING POINTS ARE FOLLOWED BY YEARS 1 - 6

- 1.1 A new page should be started only if there are less than 5 lines remaining on the page. This can be varied by the teacher for valid reasons e.g. a new topic.
- 1.2 Numbers should be written in the margin.
- 1.3 Double columns should be used for single word answers.
- 1.4 All pieces of work should have a learning objective or WALT, followed by a title (optional) displayed centrally on the line immediately under the date, and underlined.
- 1.5 Errors can be rubbed out, erased using an ink eraser or bracketed, then corrected. Alternatively, a neat line may be drawn through the error using a ruler.
- 1.6 The date should be written on all pieces of work, in every subject.
- 1.7 On written work the date should be near the margin (on the left) in the form Monday 3rd September.
- 1.8 In maths the date should be near the margin (on the left) in the form 3/9/2023.
- 1.9 At the beginning of each term each subject should be headed before the first piece of work and in the form Michaelmas Term 2023, Lent Term 2024, Summer Term 2024. This should be on a new page.
- 1.10 Writing Implements:
 - Reception to Year 2: Pencil
 - Year 3: Pencil. Year 3 pupils use pencil until they are all introduced to ink pens in the Summer term. Advice regarding suitable blue pens is given to parents during the Lent term.
 - Years 4/5/6: Pencil for maths. Blue ink for everything else, unless there is a specific need to use pencil.
 - A teacher may wish for a special pen or pencil to be used when children edit or revise their work.
 - Blue ink pens: Advice regarding suitable fountain pens and alternative ink pens is available from the SENCO, the class teacher and the School website.
 - Good quality erasers and ink erasers can be used sparingly. Tippex is not allowed. One neat line can be used to cross out errors.

2. THE FOLLOWING POINTS ARE FOLLOWED BY YEARS 3 - 6. YEARS 1 AND 2 WORK TOWARDS IMPLEMENTING THESE POINTS, BUT MAY NOT FULLY DO SO.

- 2.1 Maths should be worked vertically in single or double columns as appropriate. All margins and answer box lines should be drawn with a ruler.
- 2.2 When answers require the insertion of one word, e.g. spelling/cloze the inserted word should be underlined using a ruler.
- 2.3 Reception classes are guided by their teachers in an age-appropriate manner towards developing presentation skills
- 2.4 Graphs:
 - All graphs should have a title and labels on the axes.
 - All lines should be drawn with a ruler.
 - Coloured pencil crayons are to be used in exercise books. Felt tip pens may not be used in exercise books but may be used for posters, artwork, etc.