



Stamfordham First School Presentation of Work Policy – Whole School Guidance

General information

- Pupils are encouraged to take pride in presenting work carefully.
- Exercise books have the child's full name and subject clearly displayed on the front cover. Covers are kept clean and free from doodles.
- Children are taught key presentation skills such as use of a ruler.
- Shading with coloured pencils is done carefully. Coloured pens and highlighters are used selectively with thought for their effectiveness.
- Written work and illustrations which are to be mounted for display are completed on plain paper and line guides are used. Differently spaced lines are used as appropriate. Written work on public display is spelt correctly.
- Worksheets are reproduced clearly and used selectively. If they are to be stuck in, they are trimmed to enable them to fit into exercise books or folders without being folded or damaged.
- ICT is used to enhance presentation where appropriate.

Writing information

- In Reception all work is dated in number form.
- All KS1 & KS2 children's work is dated with the long form (ability appropriate) in English and Topic books, have a title and are underlined with a ruler.

Maths information

- In Reception all work is dated in number form.
- In Years 1,2,3,4 children work towards date, title, leave a line, Page number - all underlined with a ruler, question number and leave a square - before the end of summer term Year 2
- From Reception onwards children are trained to use 'one number, one square' in their Maths books.

