



Clarendon Primary School & Children's Centre

Presentation Policy

- The guidance outlined in this document focuses on the presentation of written work.
- However, at Clarendon we believe that presentation goes well beyond the written page.
- It is an approach to learning which includes the tidiness of our classrooms, trays and even ourselves and expresses a care and a pride in all we do.

Maths

- Work in pencil (unless told otherwise).
- From year 3 upwards, draw a margin down the left hand side of the page.
- Once you are using a book with small squares, draw a middle margin as well (unless told otherwise).
- Start every piece of work with the date (short - 6 digit) on the right hand side.
- Start every piece of work with the Learning Objectives. To be written in child friendly language.
- Rule off under the previous day's work if appropriate with a ruler.
- Use one number/symbol to one square.
- All worksheets should be dated.
- All ruling should be on lines already printed.

English

- Use the long date on the left hand side of the page.
- Once you are joining letters neatly, easily and quickly your teacher will give you a pen licence. This will usually be in Year 4 or 5.
- Blue ink should always be used
- Always underline the headings - this should be done in pencil until you are good at using a pen.
- If you make a mistake do not use an ink eradicator but draw a line through the mistake with a ruler.
- When writing on plain paper, guidelines should be used.

Science

- Always use the long date on the right hand side of the page.
- Use a ruler to draw lines when labelling diagrams.

Write horizontally when labelling diagrams

Topic Books

- All work to be mounted using a paper cutter, if applicable and topic books to be created in a unique and creative manner
- All children given Pen Licences will be acknowledged in the school newsletter.

Review

Date reviewed by governing body: Autumn term 2013

Date due for review: Autumn term 2014