Viking Academy Trust



Presentation Policy

The VIKING ACADEMY TRUST Presentation Policy has been written following consultation with staff.

Approved by the Trust: Term 1 2016

Reviewed annually

Last review date: Term 1 2015

Signed:

Chair of Trustees

The Viking Academy Trust

Ramsgate Free School

Presentation Policy

We aim to encourage our pupils to attain the highest standard of academic achievement. We believe that we can achieve this aim by encouraging children to take a pride in their work and only be satisfied with their best effort. This policy sets out a consistent approach to presentation across the curriculum by giving simple, practical steps to secure consistently good presentation. Teachers should not be afraid to reject a piece of work which they do not consider to be of an acceptable standard; they may request a child to repeat the work, either in school, or at home.

General Presentation:

Year groups decide which exercise book, folder or paper size are appropriate in all subjects. This will be consistent across a year group and progressive in terms of size of book and line and square spacing through the school. This will be monitored by the Leadership Team as part of their book trawl/work scrutiny exercises.

The 'Ramsgate front cover template' will be used for every exercise book and folders will be clearly marked with the child's name and class/learning group. The book expectation sheet will be stuck into the inside front cover of the English and Maths books.

English, Topic, Science and other work:

The date will be written in <u>full form</u> on the left hand side of the page at the start of a new piece of work

The title and/or learning objective, will be written below (or on a sticker)

Both date and title will be underlined using a ruler, in pencil.

At the beginning of a piece of work the child will rule off the last piece of work.

Every page should have a margin (drawn with a ruler in pencil) unless the creative content of the work does not require a margin.

Errors will be crossed through with a straight line. Tippex is not allowed in school but pen erasers may be used.

Marking of work will be consistent following our 'Marking and Feedback' Policy

Children will use pencil until such time that they have been awarded their 'Pen Licence' (See separate info on Pen Licence)

Mathematics:

The date will be written on the left hand side in digit form.

The title and learning objective, will be written below (or on a sticker)

Both date and title will be underlined using a ruler.

When appropriate, pupils will work vertically down half of the page at a time, progressing to working across the page, leaving spaces between answers.

Maths work should be in <u>pencil</u> throughout the school.

Work should be ruled off at the end of a lesson

Errors will be crossed out, not erased.

Marking of work will be consistent following our Effective Marking policy.

Handwriting:

Please see Handwriting Policy

Pen Licence (for Key Stage Two):

On being awarded a 'Pen Licence' the child will receive and their first school pen (Manuscript handwriting pen).

Children are welcome to use their 'school pen' or purchase their own.

In Years 5 and 6, children can also earn their "fountain pen licence" and will receive their fountain pen from school.

Expectations for a fountain pen licence are displayed on working walls

Pens:

Children are encouraged to use the 'Manuscript Handwriting Pen' initially but are welcome to experiment with a pen that they feel comfortable holding and writing in.

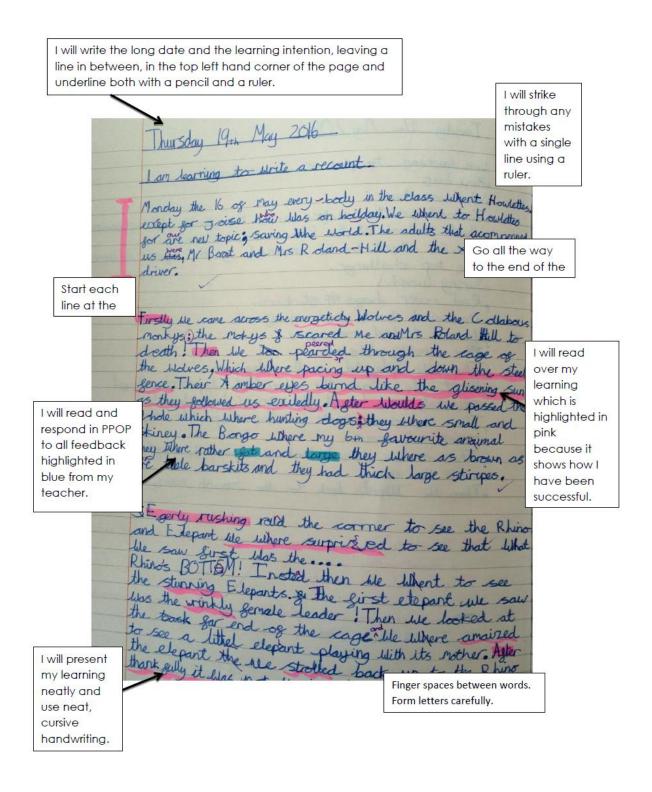
Children are asked to write in BLUE pen.

Monitoring:

Leadership Monitoring timetable ensures 'Presentation Guidelines' are followed with book scrutiny focus on 'presentation / housekeeping'

Reviewed September 2016

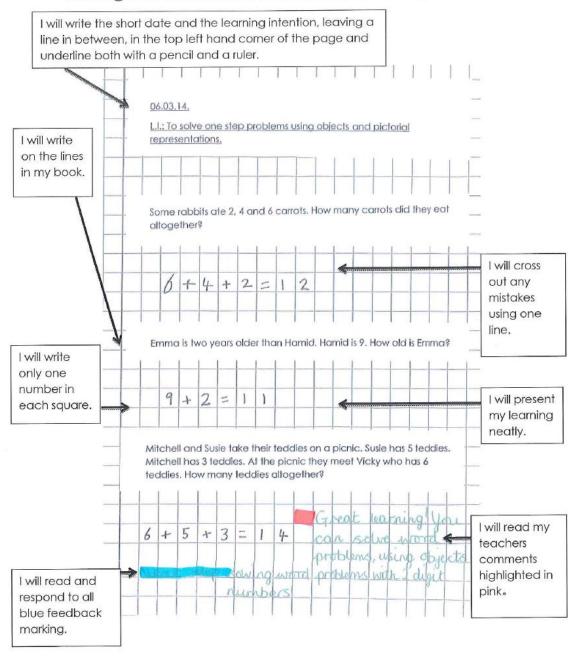
Ramsgate Free School KS2 English Book Expectations



Ramsgate Free School KS1 English Book Expectations

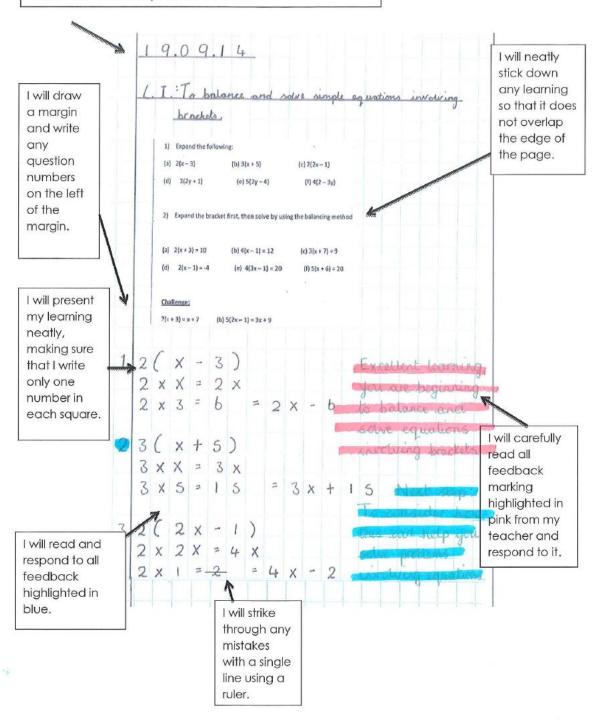
I will write the date and the learning intention in the top left hand corner of the page and underline both with a pencil and a ruler. Name: Nicole Friday 12th September 2014 II: To describe a character using new and I will read exciting vacabulary. over my learning WANTED! which is highlighted in I will strike pink because through any it shows how I mistakes have been with a line successful. using a ruler. I will start every sentence The witch Look out for the wided witch from Hansel with a capital and Gretel Her eyes are. like letter. eye. Also she looks ugly like I will leave a She looks like a big monster that's big and fat. finger space She has a pointy nose like a pencil. She also between I will present every word glue and with rubish has knotted hiar my learning and make tape. neatly and sure every use neat, word sits on She is disgusting because cursive the line. eat children She is like a gorilla. I think handwriting. that the witch is very horrible, Remeber don't get sewled A minderful discription Nicole! I will use a I will read and full stop, respond to all adjectives question feedback similes mark or highlighted in connectives exclamation blue from my mark at the Il Include a complex sentence Begin teacher. end of every with 2 adjectives. sentence. unning and deceptive, the Witch is ugly and masty because she waits to eat Hansel,

Ramsgate Free School KS1 Maths Book Expectations



Ramsgate Free School KS2 Maths Book Expectations

I will write the short date and the learning intention, leaving a line in between, in the top left hand corner of the page and underline both with a pencil and a ruler.



Ramsgate Free School KS2 English Book Expectations

