

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 full form 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 pencil 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

I will write the long 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.

I will strike through any mistakes with a single line using a ruler.

Thursday 19th May 2016
I am learning to write a recount.
Monday the 16 of May every-body in the class went to Howletts, except for Jaise who was on holiday. We went to Howletts for a new topic, Saving the world. The adults that accompanied us were Mr Boat and Mrs Roland-Hill and the driver.

Start each line at the

Go all the way to the end of the

I will read and respond in PPOP to all feedback highlighted in blue from my teacher.

I will read over my learning which is highlighted in pink because it shows how I have been successful.

Firstly we came across the energetically Wolves and the Collabours monkeys; the monkeys scared me and Mrs Roland Hill to death! Then we ~~too~~ ^{peered} through the cage of the wolves, which were pacing up and down the steel fence. Their Amber eyes burned like the glistering sun as they followed us excitedly. After ~~woulds~~ we passed the hole which were hunting dogs; they were small and skinny. The Bongo were my ~~bm~~ favourite animal they were rather ~~got~~ and ~~large~~ they were as brown as the black barbits and they had thick large stripes.

Eagerly rushing round the corner to see the Rhino and Elephant we were surprised to see that what we saw first was the...
Rhino's BOTTOM! Instead then we went to see the stunning Elephants. The first elephant we saw was the wrinkly female leader! Then we looked at the back far end of the cage and we were amazed to see a little elephant playing with its mother. After thank fully it ~~was~~ ^{strolled} back up to the Rhino.

I will present my learning neatly and use neat, cursive handwriting.

Finger spaces between words.
Form letters carefully.

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.

Friday 12th September 2014 Name: Nicole
 LI: To describe a character using new and exciting vocabulary.

I will read over my learning which is highlighted in pink because it shows how I have been successful.

WANTED!



I will strike through any mistakes with a line using a ruler.

I will start every sentence with a capital letter.

I will present my learning neatly and use neat, cursive handwriting.

The ~~Witch~~ Witch
 Look out for the wicked witch from Hansel and Gretel! Her eyes are like a cat-like eye. Also she looks ugly like a monster. She looks like a big monster that's big and fat. She has a pointy nose like a pencil. She also has knotted hair with rubbish glue and tape.

I will leave a finger space between every word and make sure every word sits on the line.

She is disgusting because she likes to eat children. She is like a gorilla. I think that the witch is very horrible. Remember don't get fooled.

I will read and respond to all feedback highlighted in blue from my teacher.

A wonderful description Nicole!

adjectives
 similes
 connectives

Will include a complex sentence. Begin with 2 adjectives.

unning and deceptive, the witch is ugly and nasty because she wants to eat Hansel.

I will use a full stop, question mark or exclamation mark at the end of every sentence.

Ramsgate Free School KS1 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.

06.03.14.

L.I.: To solve one step problems using objects and pictorial representations.

I will write on the lines in my book.

Some rabbits ate 2, 4 and 6 carrots. How many carrots did they eat altogether?

$$6 + 4 + 2 = 12$$

I will cross out any mistakes using one line.

I will write only one number in each square.

Emma is two years older than Hamid. Hamid is 9. How old is Emma?

$$9 + 2 = 11$$

I will present my learning neatly.

Mitchell and Susie take their teddies on a picnic. Susie has 5 teddies. Mitchell has 3 teddies. At the picnic they meet Vicky who has 6 teddies. How many teddies altogether?

$$6 + 5 + 3 = 14$$

Great learning! You can solve word problems, using objects problems with 2 digit numbers

I will read my teachers comments highlighted in pink.

I will read and respond to all blue feedback marking.

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.

I will draw a margin and write any question numbers on the left of the margin.

I will present my learning neatly, making sure that I write only one number in each square.

I will read and respond to all feedback highlighted in blue.

I will strike through any mistakes with a single line using a ruler.

I will neatly stick down any learning so that it does not overlap the edge of the page.

I will carefully read all feedback marking highlighted in pink from my teacher and respond to it.

19.09.14

L.I.: To balance and solve simple equations involving brackets.

1) Expand the following:

(a) $2(x-3)$

(b) $3(x+5)$

(c) $2(2x-1)$

(d) $3(2y+1)$

(e) $5(2y-4)$

(f) $4(2-3y)$

2) Expand the bracket first, then solve by using the balancing method

(a) $2(x+3) = 10$

(b) $4(x-1) = 12$

(c) $3(x+7) = 9$

(d) $2(x-1) = -4$

(e) $4(3x-1) = 20$

(f) $5(x+6) = 20$

Challenge:

$7(x+3) = x+7$

(b) $5(2x-1) = 3x+9$

1 $2(x-3)$
 $2 \times x = 2x$
 $2 \times 3 = 6 = 2x - 6$

2 $3(x+5)$
 $3 \times x = 3x$
 $3 \times 5 = 15 = 3x + 15$

3 $2(2x-1)$
 $2 \times 2x = 4x$
 $2 \times 1 = 2 = 4x - 2$

Excellent learning
 you are beginning
 to balance and
 solve equations
 involving brackets

Next step
 I would like
 you to help you
 to improve
 solving equations

Ramsgate Free School KS2 English Book Expectations

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