



Baden Powell Presentation Policy 2021



Rationale

This policy aim of this policy is to produce a consistent approach to presentation within subject books that reflects the pride, purpose and enjoyment that all children should feel during their learning. Children should be aware of the high expectations that all adults within the school have for their presentation of learning. Children should understand that clear, legible presentation is an essential life skill for effective communication.

General Points

- Each piece of work should be dated (see subject specific guidelines)
- There should be consistency in letter and number formation across the school.
- Children should use a ruler to underline and also draw lines in math –i.e. when solving addition, subtraction, multiplication and division problems.
- Errors should be crossed out using a rule line across all subjects.
- Pencils should be used for drawing and writing – please ensure pencils are sharp to aid legibility of the children’s learning.
- Children should not doodle, graffiti or draw on the front cover of their book.
- Felt tip pens should not be used in books.

- All writing should be legible and in line with the current school handwriting policy.
- Teacher's comments should be legible for children to access.

Literacy

- Long date written and underlined (if children unable to do this then teacher should write, or type the date and stick it onto the page).
- The learning intention should be underlined – if children not able to do this then the teacher can write or type it and stick in onto the page.
- Miss a line under the LI and begin work.
- Each new piece of work should have a date and a learning outcome which are underlined.
- Miss three lines between each new piece of work.
- Indent for new paragraphs.
- Children should write using the whole of each line starting at the margin each time a new line is required.
- Upper school to use smaller lined books in line with current practice.
- Year Two Year One make decision when children to be moved from larger line books to smaller line books.
- Foundation Stage to use larger lined books.

Mathematics

- All work should use the short date and the date should be underlined

- Children do not need to draw margins in their math books.
- All learning intentions should be written and underlined – if the children can not do this then the teachers can write this until the children are able.
- All digits should show regular formation and be clearly legible.
- There should be only one digit per square
- The digit should rest on the bottom line of the square.
- All calculations should be labelled (i.e. 1,2,3... or a, b, c,)
- Each calculation should be separated from its neighbour by a vertical column of squares or horizontal row of squares – both when appropriate.
- Pages should be split with vertical line with working on right hand side and answer on left hand side.
- A line should be missed from the bottom of the working out and then begin the next problem.
- When solving numeric problems the answer should have ruler lines above and below the answer.
- Children can use jottings but these should follow the one digit per square rule and the answer ruled off twice.
- Upper school to use small square graph paper in line with current practice.
- Year Two and Year One teachers to make decision when children moved from larger square paper to smaller square paper.
- Foundation stage to use larger square paper.

Cross curriculum and Science

- The date should be the long date and underlined using a ruler
- The learning Intention should be written and underlined – if children can not do this then LI can be written by teacher or typed and stuck in book.
- Each piece of work should be ruled off before starting a new piece of work.
- Mistakes to be crossed out using a ruled line
- All work must be completed in pencil.
- Handwriting should follow the school policy.
- All diagrams should be labelled
- There should be a title page for each new topic in the cross curricular book.
- Children should use headings and sub-headings where appropriate.
- If children find it difficult to write on unlined paper of cross curricular books then use lined paper and stick it into book.