

Cairney School



Presentation of Work Policy

August 2016

Aims

- To encourage the pupils to present their written work to the best of their ability.
- To have a consistent approach to setting out work across the school.
- To have an agreed standard of expectation for most pupils.
- To take account of pupils with specific difficulties in this area and provide additional support for alternative methods for recording work.

Handwriting

- Pupils will be encouraged to use the correct pencil grip.
- Pupils will be encouraged to write legibly and be consistent in their writing style.
- Teachers will model good practice in handwriting and presentation of work and ensure that skills learnt by pupils are transferred into other writing activities.
- Teachers will have high expectations of standards of presentation of written work.
- Pupils who have difficulties in handwriting will have access to technology or may have written work scribed for them. They may also have extra practice in handwriting skills.

Setting out of Work

In Maths, pupils should be encouraged to:

- Write down the Learning objective (from P3 onwards)
- Write down the textbook page/activity heading.
- Write the date on the left hand side of the page – short format.
- Leave spaces between each sum/answer.
- Write one digit in a box.
- Leave a space between each row (an empty row of boxes if on squared paper).
- Number each sum.
- Use a ruler to draw lines (from P3 onwards).
- Use space on paper economically – try not to waste paper!

In Language jotters and Learning across the Curriculum jotters, pupils should be encouraged to:

- Write the long date at the top
- Write down the Learning objective (from P3 onwards)
- Write the title of the exercise and page number at the top of the piece of work.
- Put the question numbers in the margin.
- Use space on paper economically – try not to waste paper!

In all jotters, pupils should be encouraged to:

- Use rulers to draw any lines (from P3 onwards)
- Write legibly and present work appropriately for the task.

Other Issues

- A line should be drawn across the page (P3 onwards) at the end of a completed piece of work.
- Pupils should ensure that pencils have a good point before starting work.
- Pupils should be encouraged to keep jotters in a neat and clean condition.
- Jotters must always be free of graffiti and the front cover should have the pupil's name and the subject title where appropriate.
- A rubber should be used to correct minor errors.
- If a **significant** piece of written work needs to be amended, it should be scored out neatly and started again.
- Word processing can be used where appropriate for presentation purposes.
- Work for display outside the classroom should be presented to the best of a pupil's ability and any errors in spelling should be corrected
- Work for display should always include a comment from the pupil about the learning and skills that they have developed.
- This policy also applies to work completed in homework jotters and teachers will have high expectations of standards of presentation in these jotters too.

Do you have any comments to make regarding this policy?

Signed _____ *Date* _____

Name (please print) _____

Please remove and return to the Head Teacher Cairney School