

# **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.

## PRESENTATION OF WORK POLICY

**Date of Original Policy: August 2016**

<b>Revision No.</b>	<b>Details of Change</b>	<b>Date</b>
1	Consultation with staff	August 2016
2	Policy update	
3	Next Policy Update	

*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*