



*We are all part of God's vine and are rooted in His rich soil. We are nurtured and supported so that we may grow and spread out into the world to love and to serve.*

*I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. John 15:5*

## **GORING C.E. PRIMARY SCHOOL PRESENTATION OF WORK POLICY**

Policy reviewed and agreed by the Curriculum Committee on: 23 November 2022

Signed ..... **Chair of Governing Body**

Review Date ...November 2024

**To conform with the requirements of GDPR (General Data Protection Regulation) all data is handled according to the terms of our Privacy Notice. A copy of this is available on our school website.**

At Goring Church of England Primary School, we have high expectations of how children present their work in their books and for display purposes. To maintain these high standards, the following guidelines have been agreed upon.

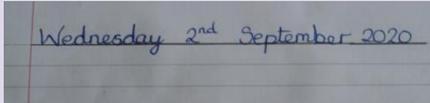
- In KS2 children will write the full date on the top left of the page in English books. If a piece of work is being continued the next day the short date should be written in the margin. In all other books they will write the short date on the top left of the page and will underline it with a pencil and ruler.
- In KS1 stickers may be used for dates and titles.
- The title or learning objective needs to be underlined with a pencil and ruler.
- In KS2 children should only write in blue Berol pen. Biro, black pen or fountain pens are not allowed. Pencil should be used in maths books.
- Children should cross mistakes out using a single line made with a pencil and a ruler. Children may rub out at the discretion of the teacher.
- In KS2, editing of work should be done in purple pen.
- Illustrations should be in pencil and labelled in pencil using a ruler.
- Coloured pencils may be used in books but felt-tip pens should not be used.
- If a child omits a word from their work, they should insert it above the line with a small arrow.
- In maths books, children should only write one digit in each square and a margin should be drawn on each page using a pencil and ruler.
- In maths books, when appropriate, two columns may be used which should be made by folding a page in half lengthways.
- Handwriting should be joined using the cursive style. See handwriting policy for further detail.
- In most circumstances in KS2, when a child finishes their work, they will underline it and will then continue their next piece of work on the same page. If a child has completed  $\frac{3}{4}$  of the page then a new page should be started. In Foundation Stage and KS1, most new pieces of work will be started on new pages because of the nature of the children's books.

This policy was agreed by all teaching staff on 1st September 2020 and by the Curriculum Committee on 29th September 2020.

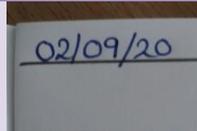
## Presentation of Work

At Goring Church of England Primary School we have high expectations of how we present our work in our books.

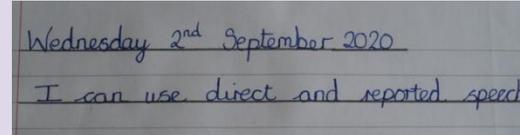
In English, we write the full date on the top left of the page. If a piece of work is being continued the next day the short date is written in the margin.



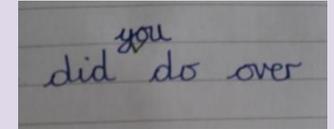
In all other books we write the short date on the top left of the page.



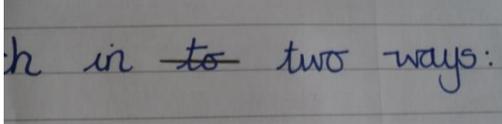
The title or learning objective needs to be underlined with a pencil and ruler.



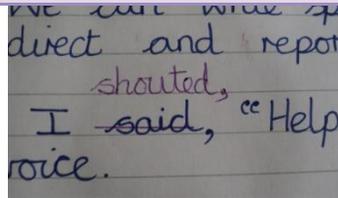
If we omit a word from our work, we write it above the line with a small arrow.



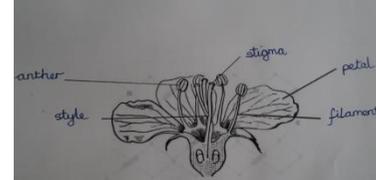
We cross mistakes out using a single line made with a pencil and a ruler.



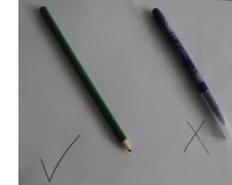
We edit our work using a purple pen.



Illustrations and diagrams are completed in pencil and labelled using a ruler.



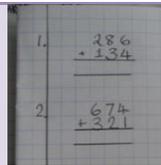
Coloured pencils may be used but felt-tip pens should not be used.



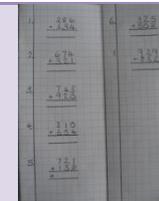
In maths books we only use pencil. In all other books we use a blue handwriting pen.



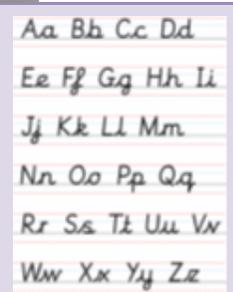
In maths books we only write one digit in each square, a margin is drawn on each page using a pencil and ruler. Margins should be two squares in width.



When needed we use two columns in our maths books. We do this by folding a page in half and drawing another margin using a pencil and ruler.



We use neat joined cursive handwriting in all of our books.



When starting a new piece of work we underline the previous work and start there with the new date and title. If we only have a little bit of space left on a page we start a new page.