Setting Out

Policy

September 2018

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| Date Updated: Sept 2018 |
| Updated by: J Stanyard |
| Date adopted by Governors and Staff:  |
| Review Date: Sept 2019 |

**Rationale**

A consistently high standard of presentation and handwriting is promoted across the whole school which all children and staff recognise, understand and follow. For children and teachers this aims to foster a sense of pride and respect in their work. Self-esteem is raised when children are able to communicate meaning accurately.

In order to meet with the requirements of the National Curriculum, from September 2018, Mill Lane will alter the way work is presented in books. In order to promote greater independence, children will only record work on the left page in their English skills and Curriculum Books. The right page will remain clear to ensure that children are given adequate space to edit, redraft or correct their work. Extended writing should always be recorded in curriculum books. Children will write on both pages in their Maths exercise books.

Handwriting across the school:

* Children in EYFS and KS1 will follow the Nelson Handwriting Scheme which is reinforced during Read Write Inc Lesson.
* From Year 3, children should use a continuous cursive handwriting style.

**Poor presentation must always be challenged through verbal feedback and marking.**

Inclusion:

Our expectations for each subject are listed below. These apply to the vast majority of children in our school. Occasionally, a decision will be made to personalise expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing). Difficulties are addressed through appropriate interventions or specific equipment.

Celebration and Motivation:

All staff ensure that presentation and handwriting is promoted by:

• Celebrating work of a high standard, including homework, in whole class situations.

• Ensuring good presentation and handwriting is rewarded in line with the whole school behaviour policy – Handwriting Heroes.

Monitoring:

Presentation is monitored by the Senior Leadership Team on a regular basis through work scrutiny, lesson observations and pupil interviews. Feedback will be shared with the class teacher and at Leadership meetings. This will ensure that the policy leads to good practice.

*The following are the expectations for each child for each subject. These are explained to children at the start of each academic year and are whenever the teacher feels it is appropriate.*

Maths

* Use a sharp pencil.
* Only write on the left page in your book, the right page is for corrections
* Every new piece of work should start on a new page.
* The short date (e.g. 25.9.17) should be written next to the margin.
* The title should be written on the line underneath the date, centred and underlined using a ruler.
* The number for each question should be written in the margin.
* Each digit should be written in a separate box.
* Mistakes should have a small cross next to it.

Diagrams

* Always use a sharp pencil.
* Write your label on a line.
* Draw a line to connect your label to the right part of the diagram using a ruler
* Never use felt tips.

English

* Use a sharp pencil or use a pen if you have a pen licence.
* Only write on the left page in your book, the right page is for editing and redrafting work.
* Every new piece of work should start on a new page.
* The short date (e.g. 25.9.17) should be written next to the margin.
* Year 6 will write the long date next to the margin in order to ensure correct spellings of days and months.
* The title should be written underneath the date, in the middle of the line and underlined using a ruler.
* Small mistakes (one word) can be crossed out using a ruler
* Larger errors should have neat square brackets around it [ ].

Diagrams

* Always use a sharp pencil.
* Write your label on a line.
* Draw a line to connect your label to the right part of the diagram using a ruler
* Never use felt tips.

Curriculum

* Use a sharp pencil or use a pen if you have a pen licence
* Only write on the left page in your book, the right page is for editing and redrafting work.
* Every new piece of work should start on a new page.
* The short date (e.g. 25.9.17) should be written next to the margin.
* Year 6 will write the long date next to the margin
* The title should be written underneath the date, in the middle of the line and underlined using a ruler.
* Small mistakes (one word) can be crossed out using a ruler
* Larger errors should have neat square brackets around it [ ].

Diagrams

* Always use a sharp pencil.
* Write your label on a line.
* Draw a line to connect your label to the right part of the diagram using a ruler
* Never use felt tips.
* If work requires both pages (e.g. a time line), both left and right pages can be used.

**Children are to always keep their work neat**

**Signed and dated:**

Head Teacher

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Chair of Governors

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