



**embrace
challenge:
expect
excellence**

Springfield Primary School



Presentation and Marking Policy

Version: 27th November 2019 – **Awaiting Board approval**

Introduction

We believe the presentation of work is very important with an emphasis on high expectations, forming a part of teaching and learning as well as assessment. This policy states how work should be set out and presented in different classes.

Aims

To ensure work is presented at a high standard with all pupils taking pride in their work. The expectation is that all children will know how to achieve this and what they need to do to improve.

Written work:

Reception:

- Pupils should write in the top left hand corner of the book, the week commencing date, learning objective and success criteria so that both staff and pupils (when ready) can assess the work.
- Initially handwriting is taught printed with lead in lines starting from the line. This becomes fully cursive when pupils are ready.
- Children write in pencil in their writing books and at all other times use a range of media.
- Children can use rubbers at teachers discretion, rubbing out can be useful when trying to get pupils to know that they can write words that make sense.

Year 1:

- Pupils should write in the top left hand corner of the book, the week commencing date, learning objective and success criteria so that both staff and pupils (when ready) can assess the work.
- Cursive handwriting is taught with the emphasis on joining all letters using lead in lines and lead out lines.
- Children write in pencil but move to blue pen when ready and respond in purple pen.
- Errors should have a line through them (with a ruler) and not rubbed out so that progress is clearly seen. This also enables staff to see teaching points that are needed.

Year 2:

- Pupils should write in the top left hand corner of the book, the week commencing date, learning objective and success criteria so that both staff and pupils (when ready) can assess the work.
- Cursive handwriting is taught with the emphasis on joining all letters using lead in lines and lead out lines.
- Children write in pencil but move to blue pen when ready and respond in purple pen.
- Errors should have a line through them (with a ruler) and not rubbed out so that progress is clearly seen.

Key Stage 2;

- Pupils should write in the top left hand corner of the book, the week commencing date, learning objective and success criteria so that both staff and pupils (when ready) can assess the work.
- All children will be writing using a joined cursive style with lead in lines and lead out lines.
- By the end of Year 3 all pupils should be writing in blue ink.
- The numbers of questions are written in the margin.
- Mistakes written in pen should be crossed out in pencil using a ruler for a single line.
- Year 6 pupils will choose the correct writing instrument for the task as per the interim standards.

B. Mathematics:

- Maths should be written in pencil.
- The short date should be written and underlined.
- All steps should follow the same template and colour across the school as on the shared drive.
- The LI's should be written on the first day you are teaching it, following this "LI" should be written followed by the number of lesson. R – Yr2 can have the LI's printed and need to be stuck in daily.
- The "What We Know" will be completed at the end of each unit.
- Pupils should start a new page for each lesson.
- All stuck in work should be trimmed to fit on the page and glued in without folding and straight. (Limited use of worksheets)
- Purple pencils should be used for next steps until the pupil has a pen licence. They should then use a purple pen.
- Pupils should write in the top left-hand corner of the book, the commencing date, learning objective and/or success criteria so that both staff and pupils (when ready) can assess the work.
- A margin will be drawn in pencil using a ruler if required. If the pupil is unable to do this the teacher or teaching assistant should support to ensure high quality presentation.
- One digit or operation should be written in each square.
- Question numbers will be written in the margin.
- Written work is done in blue pen and only in pencil if the child has not yet got their pen license.
- Pencil will be used for all maths work.
- Rulers are used whenever a straight line is required.
- In graph work, the title should be underlined. The title is simple in Key Stage 1 but starts, "Graph to show..." at Key Stage 2. The axes should be titled and labelled.
- Mistakes should be crossed out in pencil using a ruler with a single line.

C. Science

The general requirements for all the above apply.

- The format for writing up investigations is dependent upon the aspects being covered.
- Pencil will be used for all diagrams with labels written in pen.
- Subheadings will be underlined.
- Mistakes written in pen should be crossed out in pencil using a ruler for a single line.

D. General:

- Visual examples of excellent and modelled handwriting will be present in all classrooms.
- In exercise books, when a piece of work is finished and marked, it should be ruled off leaving a number of lines for marking and response using the teacher's professional judgement.
- There should be no graffiti on exercise books, inside or out.
- Children then start the next piece of work on the next line. (If only a few lines exist on the page, then the children start at the top of the next page).
- Numbers of questions should be written in the margin.

Appendix 1 example of a Year 1 checklist for my books!

I am in Year 1 Class and I know to keep my book looking Springfield Wonderful, I have to do the following;

Presentation

- I keep my book tidy and I am proud of it.
- I use cursive handwriting and join all letters using lead in and out lines.
- I write in pencil but move to blue pen when I am ready
- I respond in purple pen.
- I put a line through my errors using a ruler.
- I use a pencil for drawing and ruler work.

Handwriting

- I know I have to sit correctly at a table
- I have to hold my pencil comfortably and correctly
- I will begin to form lower-case letters in the correct direction, starting and finishing in the right place with lead in lines and lead out lines.
- I will form capital letters and I will form digits 0-9
- I work in blue pen when I am ready.

Marking

T	My teacher helped me	TA	My teaching assistant helped me
1-1	I had 1-1 support	I	I worked independently
VF SA	I had verbal feedback from an adult, pupil to purple pen teacher comment.		I did something well (WWW)
	I need to add something in	//	I need to use a paragraph
PROUD	Pen, Ruler, Organisation, Understanding, Date	LI	Learning Intention Achieved
CP	Capital Letter Missing	MWC	We marked together as a class
	I must do something with my purple pen		