

PRESENTATION PROTOCOL 2021

- Our vision is to create a school community where children participate, succeed and are proud of their achievements.
- We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain.
- It is our belief that children come to Wheatfields Primary School to be happy, successful, life-long learners.
- At Wheatfields, we are Reciprocal, Reflective, Resourceful, Resilient and Respectful learners.

PRINCIPLES

At Wheatfields Primary School, all pupils will be taught the importance of clear and neat presentation in order to communicate their ideas effectively. We aim for all pupils to develop a sense of pride in the presentation of their work.

PRESENTATION OF WORK IN KEY STAGE 1 EQUIPMENT

- The children write in pencil for English and Maths.
- All maths work is recorded in pencil.

LAYOUT FOR WRITTEN WORK

- For English and Maths, all work will be dated.
- The Date and BIG IDEA can be recorded on stickers and stuck neatly at the top of written work
- Any mistakes are crossed out with a single line drawn in pencil.
- High Frequency/ Topic Spelling corrections are written above words which have been mis-spelt.
- Worksheets are used infrequently. Where they are necessary, they are trimmed to ensure that they are smaller than the book and stuck in neatly.

PRESENTATION OF WORK IN KEY STAGE 2 EQUIPMENT

- After receiving a pen licence from yr 4, the children write with black handwriting pens. They are not allowed to write in biro.
- All maths work is recorded in pencil.
- Lines shall be drawn with a ruler.

LAYOUT FOR WRITTEN WORK

- For every piece of writing, a margin is drawn with a ruler and the long date is written on the top line next to the Margin.
- On the next line, the BIG IDEA is written from the left hand side and underlined with a pencil.
- One line gap is left between the BIG IDEA and the start of the piece of writing. In extended pieces there may be a line left blank between lines of writing for editing and re-drafting.
- Any mistakes are crossed out with a single line drawn in pencil.
- Spelling corrections or a note to check spellings are written in the margin or at the end of the piece of work
- Guidelines are used when writing on plain paper.
- Worksheets are used infrequently. Where they are necessary, they are trimmed to ensure that they are smaller than the book and stuck in neatly.

MATHS

- For every piece of work, a margin is drawn with a ruler and the short date is written on the top line next to the margin.
- On the next line, the BIG IDEA is written and underlined.
- If a margin is drawn in the centre of a page, care must be taken to ensure that working out does not become squashed.
- A line is left blank between each question IN Yr 5/6 when using a squared book.

September 2021