



Beechwood Primary School

Presentation Guidelines

- Neat, legible handwriting in line with the school's handwriting style (Pen Pals).
- All work to be dated. Long notation in all books except Maths where the short form is used. Date to be written on second ruled line (i.e. not on the extra wide first line) to ensure that letter sizing is consistent with the rest of the work. In KS1, pupils begin by writing the day and extending to the full date when judged to be ready.
- Pupils will progress to writing the title in the centre of the page when appropriate in Year 1. No learning objectives to be written in books.
- Dates and titles are not underlined.
- KS1 pupils will start a new page for all new work.
- In KS2 pupils leave a suitable gap before starting a new piece of work.
- All work is to be completed in pencil until the children receive a Pen Licence. Children will then be provided with a pen. Biro's are not to be used in school.
- All work in Maths is completed in pencil.
- In Maths, one digit is written per square and ALL lines are to be drawn with a ruler. The corners of squares must be used when drawing shapes, tables and grids.
- As they progress through the school, pupils will use square brackets to indicate that a mistake has been made. No ink erasers are to be used. Scribbling should never be accepted.
- All sheets are expected to be trimmed free of Publisher's name and space for child's own name etc. and cut to fit the page.
- All photographs are expected to be neatly trimmed and stuck into children's books, followed by a brief summary of the learning that took place – written by the child.
- All book covers (and name labels) should be kept free of graffiti.

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Reviewed April 2016

Next Review April 2018