



King's College School  
*The British School of Madrid*

La Moraleja

## **Presentation of Work Policy**

### **Aims of the Policy**

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure expectations are raised by all staff and engender in all children a sense of pride in how their work should look.

### **Presentation of Work –FS and Key Stage 1**

- In EYFS and the beginning of year 1, the children will not be expected to write the date themselves on their work. A teacher or teaching assistant should write the date in numerical form e.g. 23.01.2014. As the children's handwriting skills develop through year 1 and when they are ready, they should begin to write the date on their work in numerical form.
- From year 2, children should be encouraged to write the date and Learning Intention (WALT) themselves, though where necessary teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.
- From year 2, children should work towards underlining this with a pencil and ruler.
- All work must have a learning intention (WALT) written on the left hand side. This may be written by an adult or the child. Children should work towards underlining this with a pencil and ruler.
- All written work will be completed in pencil, including drawings and diagrams. Pens may be used for handwriting practice once the child receives their Pen Licence.
- Exercise books will be kept in good condition with no graffiti or doodles, either inside or on the outside cover. All written work should be done in exercise books if writing frames are used they should be of the highest quality.
- Errors and changes in written work, for example self corrected spelling mistakes, and changes to whole phrases and sentences will be struck through with ONE pencil line.

### **Presentation of Work – KS2 and Secondary.**

- The date must be written on the top left hand side of every piece of written work in the form: Monday 22nd May, (for mathematics work this should be written 23.01.14) and underlined with a ruler in pencil.
- All work must have a learning intention (WALT) written on the left hand side, which should be underlined with a ruler in pencil. Some pieces of work may also have a title, which should also be underlined with a ruler in pencil.
- If a child has earned their Pen Licence, all written work (other than in mathematics exercise books) will be done in blue ink. Pupils should write using joined handwriting that is taught to be both legible and sufficiently fast (see handwriting policy).



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- All drawings, diagrams etc will include a heading, be neatly drawn in pencil, labelled clearly and constructed with a ruler where necessary (eg charts, tables etc).
- Errors and changes in written work, for example self-corrected spelling mistakes, and changes to whole phrases and sentences will be struck through with ONE ruled pencil line. Tippex or other correction fluids should not be used by pupils in their books.
- Highlighters, felt tips, biro's and gel pens may *only* be used by pupils for peer /self - assessment exercises. However, highlighters can be also used for the purposes of annotating text and examples.
- Ink erasers and tippex pens will not be used.
- Completed pieces of work will be underlined with a pencil and ruler.
- Exercise books will be kept in good condition with no graffiti or doodles, either inside or on the outside cover. All written work should be done in exercise books if writing frames are used they should be of the highest quality and stuck into children's' books carefully. Work done on paper should be only for display purposes and be of high quality.

### **Monitoring and Review**

Samples of work will be collected regularly, in terms, to monitor standards in Presentation. The SLT will also collect samples of work to monitor continuity and progression.

<b>Created and Reviewed by:</b> SLT November 2016	<b>Policy Category:</b>
<b>Approved by:</b> Dawn Akyurek 2016	<b>Next Review:</b> <b>November 2017</b>
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