



# Fierté Multi Academy Trust

## Ankermoor Primary Academy

### 2017-2018



At the heart of our Trust are both the UNICEF Rights Respecting values and articles. Through these, we aim to put **children's rights** at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

## Policy on Presentation

At Ankermoor Primary Academy, the children are encouraged to work to a high standard and, as such, great emphasis is placed on setting work out neatly and correctly. Throughout the whole school, there is continuity and progression in terms of presentation and progression as basic skills learnt in Foundation Stage and Key Stage 1 are built upon and reinforced in later years. The presentation guidelines are established at the beginning of each new academic year and are reinforced at the start of every new term.

Writing on the board and comments made by staff in the children's books are written in neat, legible cursive handwriting to as high a standard as possible.

Children of all age groups are encouraged to check their work to make sure that it is finished and that they are happy with it.

There will be no acceptance of scribbling or doodling on books and pupils will be asked to take books home and copy out again.

Common procedures throughout Key stage 1 and 2:

- The children work in pencil until they produce six pieces of work across the curriculum showing consistently clear, neat, correctly joined handwriting. This will be agreed and celebrated by the Headteacher. Some flexibility will be given to children with Special Needs.
- When children start a new piece of work they should:
  - Write the date on the left hand side of the page. Underline with a ruler and pencil.
  - Miss a line
  - Stick the TBQ of the lesson neatly and straight in the centre.
  - Miss a line
  - Start work
  - Pupils rule off after every piece of work in pencil.

- Erasers are *rarely* used (only at discretion of teacher) as mistakes are crossed out with a single line using a ruler and pencil. Children continue writing next to this.
- When pupils are gluing in work they use 5 dabs of glue and align the paper being glued in so that it is straight on the page.
- If a worksheet is required then the paper should be trimmed down to ensure that it fits on the page and is glued in straight. Please do not fold worksheets.
- Work that is used for display purposes is best work.
- All children's books are clearly labelled with Ankermoor labels and when finished, a date and the word 'finished' is written on the front of the book. New books are then re-labelled.
- All children will use the same handwriting pen when they achieve a pen licence. Pupil feedback responses will be written in purple pen.

***Dyslexia:*** Ankermoor Primary Academy recognises the unique contribution of every individual in the school community. It is an inclusive school in which pupils of all abilities and from all cultures and backgrounds are valued. Pupils' wider achievement is encouraged and celebrated and the good progress of all our pupils is of paramount importance as is the safeguarding and wellbeing of all pupils.

## Mathematics Presentation:

- Children work on squared paper or squared books. (Y1-3 use 1cm<sup>2</sup> / Y4-Y6 use 7mm<sup>2</sup> however, if a child needs to continue using 1cm<sup>2</sup> books in KS2 this is at the discretion of the teacher.
- Work is always in pencil.
- The children write the date using short date format **for example 29.3.17**
- Each digit in a calculation or equation is written in its own square.
- If a child knows that he/she has made a mistake prior to the work being marked, then they are encourage to cross out neatly in pencil using a ruler then rewrite the correct answer next to this. (**For example ~~36~~ 37**)
- When children are correcting their learning during purple pen time they must be encouraged to write their new answer next to the error and not over it.
- Depending on ability, children will write sentence answers and explanations in their usual handwriting style (using pencil or purple pen as appropriate) not one letter per square.

## English Presentation:

- Children work primarily in lined books or if required on lined paper. (Rec /KS1 use 18mm T4W lines. Y3 - Y6 use 12mm T4W lines however if a child needs to continue using 18 mm lined books in KS2 this is at the discretion of the teacher)
- Children will begin writing in pencil.
- The children write the date using the long date format, **for example Monday 29<sup>th</sup> March 2017**. (Children to start this from Year 1 Summer term onwards)
- When a child's handwriting is consistently joined and evidence is throughout all books, at least 6 times, then they may see the Headteacher to apply for a pen licence.
- Children receiving a pen licence should write using legible joined handwriting in pen, underlining and crossing out in pencil with a ruler.
- If child's handwriting in pen is not consistently neat, legible and joined, they will lose their pen licence.
- If a child knows that he/she has made a mistake prior to the work being marked, then they are encourage to cross out neatly using a single pencil line and a ruler then rewrite the correct word next to this. (**For example ~~wen~~ when**)
- When children are correcting their learning during purple pen time they must be encouraged to write their new answer next to the error and not over it.