

Water Orton Primary School - Presentation Code



Reception and Year 1

We will present our work appropriately for the task we are doing. Staff will encourage our independence while developing correct letter formation and presentation on the page. Children will be taught to form letters in the letter join script, without lead in lines, in preparation for learning to join in year 2.

Year 1

We will write the long date in our English books. We will write the short date on all other work. In maths we will use one square for each digit or sign. Staff will adapt expectations to suit our maturity and we will work towards these expectations as we settle into key stage 1. For example teachers might write the date for us to demonstrate the expected presentation. We will write in pencil and use red pen to edit our work.

The expectation throughout the rest of the school is that pupils will write using letter join script, learning to join their letters when they are ready to do so.

Year 2

We will write the long date in our English, reading and Topic books. We will write the short date on all other work. All dates be underlined with a ruler. When our teacher says we are ready to do so we will record the lesson's Learning Objective and underline it. We will write in pencil and use red pen to edit and mark our own work.

Children will begin to learn to join letters, firstly by using lead in lines when forming letters.

KS2 - Years 3-6

We will write the long date for all pieces of work in all subjects except for maths when we use the short date.

Dates and learning objective are underlined with a ruler.

Pupils who write in pen will underline in pen, pencil in pencil.

In maths books we will draw a pencil margin (2 squares) and use 1 digit per square.

We will use red pen to edit and mark our own work.

In KS2 our teachers will decide when we have earned a PEN LICENCE. We will be awarded a certificate in class and from then on will be able to write using BLACK PEN.

The criteria for earning a pen licence are:

- Letters are consistent in size
- Spaces between words are appropriate
- Writing sits on the line
- Letters are joined using the correct joins
- Capitals are clear, not joined and not mixed up within words
- Mistakes are infrequent and crossed out neatly

Teachers will be able to ask children to return to using pencil to write if the pen licence standard is not maintained.

- All books should be labelled with the school label and be stuck with sticky back plastic. Children should not be allowed to doodle or otherwise mark on the front covers of their books.
- All sheets should be trimmed, stuck in neatly and, if they need to be folded then folded only once.
- In all year groups the expectations will be adapted to suit our individual needs while we work towards presenting our work well.