



Presentation of Children's Work Policy

Date Reviewed/Updated: September 2026

Next Review: September 2028

Every Child, Every Chance, Every Day; Working Together

1. Aims

At Crabtree Farm we aim to:

- 1.1 Give children the structure which enables them to present their work clearly and to the best of their ability.
- 1.2 Provide continuity in the presentation of work.
- 1.3 Provide clear and consistently high expectations of children's work.
- 1.4 Provide a structure which allows children to focus on the task presented.
- 1.5 Encourage children to aspire to high standards of presentation in all curriculum areas.

2. Work in Exercise Books

- 2.1 The class teacher should write the full name of the pupil on the front of every book in black pen using PenPals handwriting style.
- 2.2 All work includes the date written in full (with the exception of mathematics - short date) on the left-hand side of the page.
- 2.3 After the date, a line is missed and a title is written as a learning objective. e.g. To know the names of Henry VIII wives and what became of them. (KS1 the learning objective can be included in the challenge sticker if appropriate.)
- 2.4 The title must be underlined with a ruler (Year 2-6).
- 2.5 A line is missed before the work is begun.
- 2.6 Question numbers/letters are written in the margin.
- 2.7 When answering questions, a line is missed between each answer.
- 2.8 Each page should be written on.
- 2.9 After the work is marked and the comment is responded to (in green pen) the piece of work should be ruled off for the next piece of work (unless there are five lines or less).
- 2.10 Children will write in a sharp pencil, with the exception of 'Pensday Wednesday', when children can write in ink (not in maths books), KS1 children use handwriting books only or at the discretion of the teacher in their other exercise books.
- 2.11 It is the decision of the class teacher as to when a child is allowed to write in ink every lesson across all curriculum subjects.
- 2.12 Every opportunity should be given for children NOT to complete grids or tables that are on additional printed paper unless necessary.
- 2.13 The use of additional stuck in worksheets or resources should be kept to a minimum. Any additional sticking in deemed necessary should be done neatly with no overhanging edges.
- 2.14 Numbers in maths books should be limited to one digit per box.
- 2.15 All lines in formal written calculations should use a ruler.

Miss Haskey, Headteacher

September 2026 to be reviewed September 2028

