



AIS Presentation Policy

Rationale

Our school mission statement says children should always try their best. Teachers maintain this expectation when work is presented in notebooks, or online. Children should have high expectations and pride in everything they do. Teachers should model these high standards when presenting work organising displays and maintaining the learning environment

The Aims of the Policy

1. To provide a consistent set of guidelines for presentation in notebooks
2. To ease transition from class to class

Handwriting

AIS learners join the school at various stages in their education. The majority of learners are not permanent and will remain for the duration of the parent contract - generally for two to three years. With this in mind the staff have decided to maintain a flexible handwriting policy. Learners who join the school in the formative years from Reception through year 1 and 2 will be taught to print letters and words and write in a joined handwriting style. Older children who have already developed a handwriting style will continue in the style they are comfortable with. The main focus of the teacher with regard to handwriting will be legibility and speed at which the writing is produced.

Pens or Pencils?

Pencils should be used in all Maths books and in draft work if appropriate. Pens should be used for written work as soon as writing is fluent and legible from Year 3 onwards – Felt pens should not be used in note books, only coloured pencils.

Presentation in Note Books

- The long date (Year 3 up) and short date (Years 1 and 2) is written at the top on the left; the Learning Goal is either written or stuck into books one line below on the left against the margin.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Don't leave a blank page
- If you make a mistake, draw one neat line through the mistake and start again – Do not overwrite.
- Write ON THE LINE. Do not write in the margin.

Presentation in Maths

- A margin should be drawn on the left, 2 squares wide.
- The short date should be written 1 digit in each square. The short date and the Learning question/outcome should be underlined, or success criteria stuck in one square below the date.
- The previous piece of work should be ruled off with the date written in figures on the line below.
- IPC students should present all numbers or letters neatly and clearly with one number or letter to each square.
- Make sure your workings are really clear- we encourage a clear layout of calculations to minimise errors.
- If you need to, your page can be divided into two with a ruled line and a margin of 2 squares to the right of it.

The Use of Photocopied Learning Activity Worksheets

- They need to be used **selectively and minimally** so they do not dominate a child's record of work in any subject.
- Please ensure the quality of the worksheet is appropriate both in terms of its content and presentation and please be very discerning if it is being considered for a display.
- They need to be stuck into the child's book **soon after** the activity has started or soon after the learning activity has been completed.
- They need to have the learning target and or learning title and date written on the top in legible and presentable handwriting.

Note 1: Work quality and presentation:

Work should always be dated and given a Learning Target. Books are to be seen as 'work' books and the recording of working and thinking is encouraged – thinking can be messy at times! However, this approach also needs to be balanced with expectations of high standards of work appropriate to the age range.

Document History

Action	Date	Responsible
Draft Document Written	February 2019	Dan Slevin
Document Edited	January 2021	Dan Slevin
Document Revised and shared with Assessment Leader and Staff during PD	March 2021	Kerry Harris/Jane Horn/ Whole staff input
Final updates	May 2021	KH
Name change and logo updated	September 2022	Graham Horton