



## Marking & Presentation

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### **St Richard Reynolds Catholic Primary School**

**Policy:** Marking & Presentation

**Date of publication:** May 2015

**Date of approval by Governing Body:** October 2016

**Date of next review:** As required

#### **Aims:**

Presenting work clearly and in an organised way, is an essential skill for children to learn and its numerous benefits for children's learning is recognised at SRRCC. As children begin to present their work in a clear and organised way, they are able to easily review their own work and make necessary edits. They understand that the layout and quality of a piece of work is important for the reader and for them to convey their intentions. At SRRCC children develop the skills to independently choose an effective layout and style (including the correct medium, e.g. pen or pencil) to produce a piece of work suited to the purpose and audience.

#### **How we will achieve this:**

Children record most of their written work in a cross-curricular learning journal. Maths work is recorded in a separate squared exercise book and R.E. work is presented in an R.E. book. The following strategies are used to aid children in presenting their work clearly and in an organised manner.

#### **Titles and Dates:**

- In KS1 children have a sticker at the top of all written work, which includes the date and learning objective (L.O.) and success criteria for the lesson
- In KS2 children write the date and L.O. at the top of all written work. The date and L.O. are both left aligned and underlined using a ruler. The full date (e.g. Monday 4<sup>th</sup> September 2016) is used in Learning Journals and R.E. books and the shortened date (e.g. 4/9/16) in Maths books. *Writing the date on pieces of work enables children to be secure with days, months and years, as well as the various ways a date can be presented*

#### **Learning Journals and R.E. books:**

- In KS1 children have wide ruled learning journals and R.E. books, as they are still developing their handwriting style. R.E. books are half-lined and half-plain to support the nature of their R.E. work and learning
- In KS2 children have narrow ruled learning journals and R.E. books to encourage the desired size for their handwriting

- Learning journals have a front cover which includes the child's photo and the book will be protected with a plastic cover. *The aim is to showcase the children's learning and encourage them to be proud of their achievements*

#### Maths books:

- All Maths books are squared and children are taught to put 1 digit in each square
- In Year 1 children start with larger squares (20mm); in Year 2 children use smaller squares (10mm); and in KS2 children use small squares (7mm). *The size of square is in line with the needs of the child at each stage in terms of their handwriting and number formation*
- In KS2 children will use a ruler to draw their own margin. Maths questions will be numbered, with the number inside the margin and working out and answers outside of the margin

*\* If a particular book is not supporting the needs of a particular child (e.g. lines are too narrow as their handwriting style is still being formed), a more suited book is issued*

#### Writing mediums:

- Children in Reception to Year 3 use pencil for all written work
- In Year 4 children begin using pencil and have the opportunity to gain their pen licence if their handwriting and presentation has met required standards
- Children in Year 4 are issued with a blue ink pen when they receive their pen licence
- Children with pen licences in Year 4 to 6 are to only use blue ink pens (no biro's, or other colours)
- Children in Year 5 and 6 are encouraged to provide their own ink pens, but will be given replacements for school handwriting pens when they run out
- In all years, Maths work, diagrams and pictures will be drawn in pencil

#### Self-assessment:

- Where appropriate children in Year 1 and 2 self-assess their learning at the end of a lesson, by colouring a circle on the L.O. sticker, either green, orange or red. Green shows full understanding; orange some understanding, but some help needed; and red not understanding the task or learning objective at all
- KS2 in all Maths lessons and other lessons where appropriate, draw 3 circles in the margin to represent a traffic light and colour either the green, orange or red light dependent on their understanding. The colour representation is the same as KS1

#### Handwriting:

- Children in Reception and Year 1 print their handwriting as they are learning letter formation
- In Year 2, children begin to join their handwriting and are taught initial joins
- In Year 3, children are taught joined handwriting and are expected to begin joining
- In Year 4 to 6, children are expected to join their handwriting and will be given intervention and more teaching where needed
- Children will recognise which letters to join and which letter combinations should be left not joined and develop their own legible style

#### Other:

- Worksheets will be trimmed to fit book sizes and stuck neatly into books
- Photographs may be used as evidence of work (e.g. activities such as drama, debate, group work or P.E.) and will be dated and an L.O. added where needed