

Classroom Expectations

Presentation of work

Children should be encouraged to take pride in their work and produce work of the highest possible standard. They should become increasingly independent learners as they progress through the school. Presentation skills need to be taught systematically to pupils and carried out by pupils, not a member of staff.

The Leadership Team and Subject Leaders will monitor general standards of presentation throughout the year.

- Work should be dated, by staff in EY and by the pupil when able. Children should be taught how to write the date in numbers and in words and use this as appropriate i.e. number date in Maths or for slow writers.
- In Y2 and KS2, titles should be underlined in pencil by the pupil or pen for those pupils using pen. Written work in exercise books should be ruled off in pencil after the teacher's comment and any improvements by the pupil, and before the next piece of work is started.
- All children can use pen to write special work (not in exercise books) and in Y4/Y5/Y6 are able to use a fountain pen when they have achieved a neat, joined style.
- All children should be taught to use joined writing once they can form letters. Digraphs should be taught joined. All pupils should be joining their writing by the end of Y2. Please see the agreed handwriting formation for children and staff.
- Children are expected to keep exercise books and folders in good condition.
- There will be no drawing or writing on the covers of exercise books or folders (apart from busy books or personal journals).
- There will be no drawing in margins etc.
- Names and details on the front of exercise books should be computer generated. Please include the child's name and the subject. This should be in 'century gothic' font. A template is on the server.
- Pupils are allowed to bring pencil cases from Y3 onwards but they must take full responsibility for the contents. This privilege can be withdrawn by the teacher if there are any problems.
- Teachers will establish class routines for the control and checking of equipment and its safe and correct use. Classes are allocated 1 writing pencil per term for each pupil.
- Children should be made aware that they are responsible for the equipment in their room and its safe use. Please ensure tops are replaced securely on pens and glue sticks.
- If a pupil breaks equipment through misuse they will be expected to pay for it.
- Please see the marking and feedback policy for further information.
- We do not use worksheets. Children should be taught the different methods of recording their work.

- We have a 'No Hands Up' policy. There are many ways that children can have their say through; the adult choosing two children, chorus, word wave, popcorn.