

HURST PARK PRIMARY SCHOOL – PRESENTATION GUIDELINES

KEY STAGE ONE

- Expectations for every piece of work should be high. All children should take pride in their work and should be encouraged to do their best at all times.
- The long date should be used for all pieces of work (except maths). This should be underlined and located at the top of each piece of work.
- Every piece of work should have a clear learning intention. This should be underlined and located at the top of each piece of work, below the date.
- Children should use a sharp pencil for writing and drawing. When completing colouring activities in exercise books, pencils should be used, not pens.
- When mistakes are made, children should use one horizontal line to cross through the error. The new word should be written beside or above the mistake.
- Children should leave a clear line between paragraphs.
- When completing extended pieces of writing, children should write on every other line to allow clear space for editing their work. This should be done with a purple polishing pen.
- Teacher's written comments and feedback should model high expectations (presentation, vocabulary and grammar) and reflect the standard expected from the children.

Handwriting:

- Children should be shown clearly how to form and position each letter correctly on the line. This should include lower and upper case letters.
- Children should be shown clearly how to join each letter correctly. This should be in both discretely taught sessions and when modelling writing.
- Children should leave clear finger spaces between words which are proportionate to letter size.