

HURST PARK PRIMARY SCHOOL – PRESENTATION GUIDELINES

KEY STAGE TWO

- 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, aligned to the left.
- Every piece of work should have a clear learning intention. This should be underlined and located at the top of each piece of work, aligned to the left and below the date.
- Children should use a sharp pencil for writing. From Year 4, when children are able to write consistently at the expected high standard, they should be awarded a pen licence.
- 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 correctly form all upper and lower case letters and position them correctly on or below the lines.
- Children should be shown clearly how to join each letter correctly. This should be in both regularly taught sessions and when modelling writing.
- Children should be encouraged to join their handwriting consistently using the correct sequence of movements in order to increase the legibility, consistency and quality of their handwriting.

