Skene School – Presentation of Work Guidelines

At Skene School we have high expectations for all of our pupils and staff. We want everybody to do their best and to be proud of their work.

In order to embed our high expectations, they must be transferred to everything that we do, including the presentation of work. It is important that all adults in the school maintain consistent and high expectations of work as the children often take cues from us. If we allow scribbling, write over mistakes without using a rubber etc, it is deemed acceptable. Modelling excellent work is one strategy which may help show exactly what we are looking for or highlighting to the child when you see their best piece of work – this is what we should see all of the time.

“What you permit, you promote, what you model, you encourage.”

A variety of styles should be offered to pupils to suit different types of work, learning styles and to enable the children to become familiar with different formats. These guidelines are intended to complement, not dominate, other criteria for a successful piece of work. Some are general and are expected for all subjects, others are more subject specific:

General Guidelines:

* **No graffiti** on any work.
* Always use a sharp pencil and always use a rubber for mistakes – no writing over the top.
* Always use a ruler when drawing a straight line.
* All work should have a title (underlined with a ruler) and the date (short date for most work except literacy).
* Before starting a new piece of work, a line should be drawn with a ruler under the previous piece, leaving a line to ensure it is not squashed together.
* Children should be encouraged to use full pages in their jotters/work in a bid to be more eco-friendly.

Amanda Blackwood

Numeracy Jotter

P1

* All jotters should have clear labels –typed as per picture.
* All work should be clearly named if not in a jotter.
* All work should be marked by teacher, self or peer. Use the stampers provided to acknowledge verbal feedback etc.
* All corrections should be completed by pupils and acknowledged by the teacher e.g., initials, tick in a different colour.

Literacy

* All literacy work should have the full date e.g., Monday 1st April 2016, except for P1 where the short date remains acceptable.
* Where possible children should use jotters with margins (unless we are unable to source these.)
* Handwriting should be consistent throughout the piece.
* A new line should be taken for each new question.

Numeracy and Maths

* Short date is acceptable
* Clear title, stating the LI/SC or specific topic, not Textbook page 23.
* Leave a line after the title and before starting work.
* One digit per box (see opposite)
* Model to the children how you would like the work laid out so it is not cramped – leave at least one big square/2 small squares between each answer.

Giving Feedback

* Feedback should be constructive.
* Comments must reflect the work there and not contradict it – content, quality, LI/SC and presentation.
* Consider the purpose of the comment – how will it assist the pupil? What message will it convey?

Quality Assurance

* Jotter monitoring is on the annual Quality Assurance calendar and examples will be selected at random to ensure high expectations and guidelines are being implemented.

**All children should be encouraged to take pride in their work.**

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