Presentation of Work Policy

Elmvale Primary, August 2015

**Rationale**

The rationale of this policy document endorses the importance of ensuring consistently high standards of presentation are maintained throughout all stages of our school. This should ensure correct procedures are started in the early stages of the school and are consistently and coherently developed.

**Presentation of Work**

Pupils in Elmvale Primary are taught letter formation and handwriting. In the early stages, for the most part, pupils use a combination of white boards, sensory techniques, interactive approaches and jotter work to learn and practice letter formation. Towards the end of Primary 1, pupils begin to concentrate more on jotter work to learn a fluent, legible style of handwriting.

In all jotters, work should:

* Begin on the first available line, except where there are less than three lines left on a page.
* Have underlined date and title from Primary 2.
* Start close to the margin.
* Have a horizontal line drawn with a **ruler** at the end of the piece of work.

**Dates:  
Primary 1**   
The day of the week should be written at the top of each piece of work. This should be introduced at the teacher’s discretion. At the beginning of each month the children should write the name of the month.

**Primary 2**   
The date e.g. *Monday* *12th October 2015*, should be written at the top of each piece of work and underlining should be introduced. Underlining should be on the line **below** the date. For Maths work, the short date e.g*. 12.10.15***,** should be written at the **top left hand side of the page.**

**Primary 3 – Primary 7**In all jotters, the short date should be written at the top left hand corner of the page (In the margin) and underlined on the line **below.**

**Titles:Primary 1 and Primary 2**Titles should be written below the date. Primary 2 may underline where appropriate.

***‘Miss a line.  
Draw a line.  
Write today’s date.’***

**Primary 3 – Primary 7**  
The title should be written next to the margin and underlined on the line below. Titles should state clearly the context/concept. Primary 4 – 7 should also state resource or page where appropriate.

**Space:**The class teacher should check that all children are making effective use of space in all jotters.

**Maths Jotters**  
**Primary 1 and Primary 2**   
Leave 2 squares between each sum and 1 empty box between each row for vertical calculations.

**Primary 3 – Primary 7**   
Leave 2 empty boxes and 2 empty rows between sums so that carrying or exchanging figures does not interfere with other sums.

***For all stages, only one digit or sign should be written in a box.***

***The decimal point should be written in a box and not on the line.***

**Care of Jotters**The child’s name, stage and subject should be written on the front of the jotter and no other markings should be present on the covers. Teachers are required to:

**Top Right** hand side of front cover write date work started in jotter e.g.

Oct 2015 and Jotter Number e.g. J1 (Jotter 1).

**Top Left** hand side of front cover state child’s working group e.g. Red or coloured sticker of symbol. **Individual Children - I**

When a jotter is completed write ‘Completed date and initial’ on the back cover at the top right hand corner e.g. ***(Completed 12.10.15 VK)***

**Home Learning Jotters**

Home learning jotters **should** be covered by the pupils with material appropriate for school use.