

## Brookhill Leys Primary School

### “Reach for the stars” Presentation Policy

#### Aims

To establish high expectations and pride in everything we do – both of ourselves and of the children.

To create a clear and consistent set of guidelines for the presentation of children's learning.

#### Objectives

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

#### For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation for each child.

#### Expectations for Teaching Staff

Remember – you are the most important role model for presentation and high expectations. Use the resources available to you e.g. lines and grids on the Interactive Whiteboard to model good practice.

- ◆ All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- ◆ All children's work must be marked using the agreed marking policy.
- ◆ When sticking work/labels/headings in books ensure they are straight and cut to size. There should be nothing folded in books.

#### Expectations for Children

Use of pencils and pens

- ◆ Pencils should be used in all Maths books.
- ◆ Margins in books and on paper should be drawn in pencil if required.

◆ Pens should be used for written work as soon as possible from the end of Year 2 (Summer Term).

◆ Pens must be the school's own - no biro's or other styles that the children may bring in from home

### **"Reach for the stars" presentation system**

**At the end of each term**, each child will establish a baseline of their 'best work.' This will be referred to as their 3 star piece of writing and the teacher and child will use this to make judgments about the progress and quality of their presentation. This will be stuck in the front of each child's book for all subjects.

At least **3 times a week**, the teacher will give the work the following:



One star is given if presentation of the work does not meet the standard expected based on their initial piece of 3 star writing. The child will be asked to spend some time repeating the work so that it meets the standard expected.



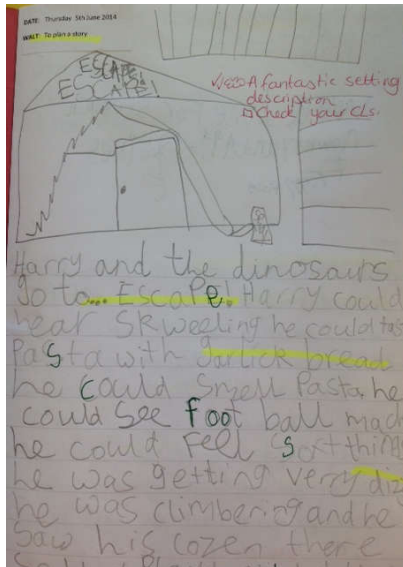
Two stars are given if there are specific elements the child needs to work on. A word or phrase is written next to the stars, eg underline LO, neater handwriting, scribbling out. The next time their work is marked, there will be a focus on these elements. If there has been no progress, the work will be given one star and the child will be expected to repeat some of the work addressing the issue.



Three stars are given if the presentation of the work meets the standard expected for the child.

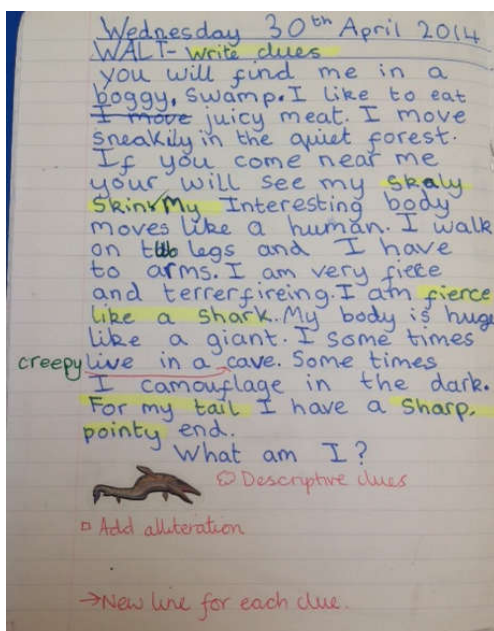
### **Expectations for Year 1 Literacy books**

- A sharp pencil should be used when writing in books
- Date and Learning Objective to be stuck in top left.
- Any mistake should have a neat, single line through it
- All work should be in child's best handwriting
- All books should have labels on the front provided by the office
- There should be no doodles on the front cover



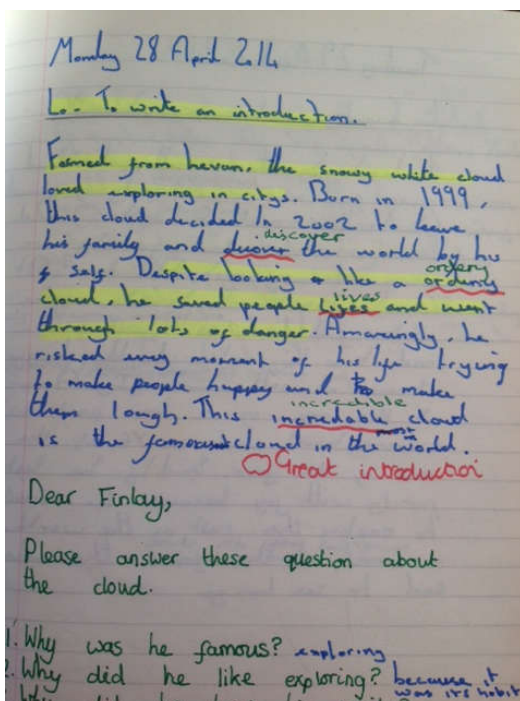
## Expectations for Year 2 Literacy books

- A sharp pencil should be used when writing in books (handwriting pens to be used in year 2 in summer term).
- The date is written in full, e.g. Monday 3rd September 2012 on the top line of the left hand side.
- The learning objective is written on the left hand side on the next line down from the date.
- The learning objective is underlined using a ruler and pencil
- Any mistake should have a neat, single line through it
- All work should be in child's best handwriting
- All books should have labels on the front provided by the office
- There should be no doodles in books or on the front cover



## Expectations for KS2 Literacy books

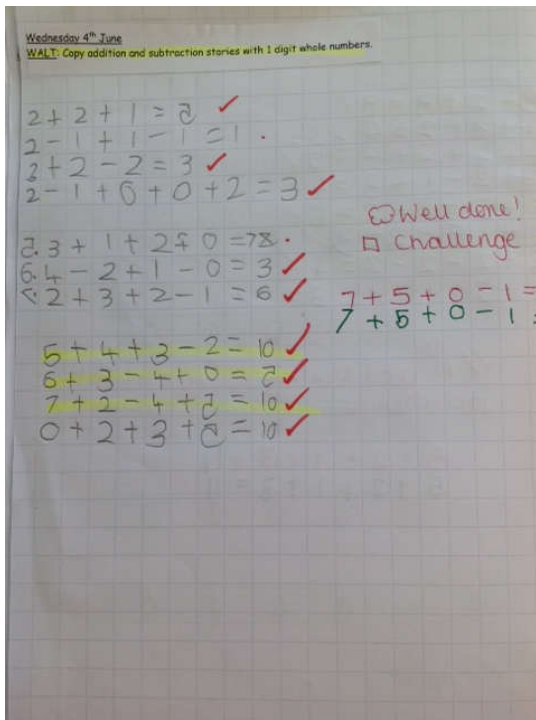
- A blue handwriting pen should be used when writing in books.
- The date is written in full, e.g. Monday 3rd September 2012 on the top line of the left hand side.
- The learning objective is written on the left hand side on the next line down from the date.
- The learning objective is underlined using a ruler and pencil
- Any mistake should have a neat, single line through it
- All work should be in child's best joined up handwriting
- All books should have labels on the front provided by the office
- There should be no doodles in books or on the front cover



## Expectations for Year 1 Maths books

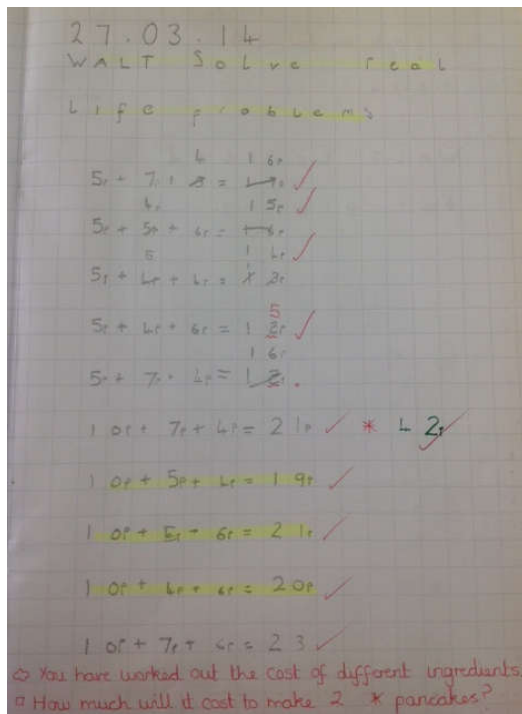
- A sharp pencil should be used when writing in books.
- Date and Learning Objective to be stuck in top left.
- One number in each box.
- Encourage pupils to set work out top to bottom.
- Images of practical activities to be included as evidence.
- Number reversals to be identified and practised by children.
- Any mistake should have a neat, single line through it
- All books should have labels on the front provided by the office

- There should be no doodles in books or on the front cover



### Expectations for Year 2 Maths books

- A sharp pencil should be used when writing in books.
- Short date and Learning Objective to be written top left in careful handwriting.
- The learning objective is underlined using a ruler and pencil
- One number in each box.
- Children to set their work out on the left hand side and work from top to bottom.
- Any mistake should have a neat, single line through it
- Number reversals to be identified and practised by children.
- All books should have labels on the front provided by the office
- There should be no doodles in books or on the front cover



## Expectations for KS2 Maths books

- A sharp pencil should be used when writing in books.
- One number per square
- A margin consisting of 2 squares must be drawn on the left hand side of the page
- The date is written in short, e.g. 10.09.14 on the top line of the left hand side
- The learning objective is written on the left hand side on the next line down from the date.
- The learning objective is underlined using a ruler and pencil
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- Any mistake should have a neat, single line through it
- All work should be in child's best joined up handwriting
- All books should have labels on the front provided by the office
- There should be no doodles in books or on the front cover

11.05.14

10. I can make square numbers with prime factors

Prime number: a prime number is a number that can only be divided by 1 and itself - 1, 2, 3, 7, 11

Square number: a square number is a total of 2 numbers times by itself  
 $1 \times 1 = 1$ ,  $2 \times 2 = 4$ ,  $3 \times 3 = 9$

- 1  $9 = 3 \times 3$  ✓  $5, 1, 4, 9, 16, 25, 36, 49, 64, 100, 121, 144, 169, 196$
- 2  $16 = 4 \times 4$  ✓  $2, 7, 3, 9, 11, 13, 17, 19, 23, 29, 31, 37, 41, 43, 47, 53, 57, 59, 61, 63, 67, 73, 79, 83, 87, 89, 97, 101, 103$
- 3  $25 = 5 \times 5$  ✓
- 4  $36 = 6 \times 6$  ✓
- 5  $49 = 7 \times 7$  ✓
- 6  $64 = 8 \times 8$  ✓

Good work on + Square num

What 2 prime numbers make 196?  
 $97 \times 103$