



# St Joseph's School

## Work Presentation Policy

Released 2013

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### RATIONALE:

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

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### Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation.
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, House Points, Headteacher awards).
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

### General rules

- All drawings and diagrams in exercise books should be in pencil.
- Textas are not used in exercise books.
- One single line is used to cross out mistakes (in cases where erasing errors is not applicable).
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.

### Starting new work

Children should be taught where to begin a new piece of work. As a general rule, children will start a new page when there are only a few lines left, otherwise they **miss two lines, rule off in red** and use the same page.

### Labelling work books

Each work book will be labelled with the student's name, year level and subject.

## **Kindergarten and Pre- Primary**

Expectations of presentation in Kindergarten through to Pre-Primary will change significantly as the year progresses and the children move towards transition to the following year.

### **Dating work**

- Work will be dated by an adult (often using a date stamp).

### **Writing equipment**

- Children will always write in pencil in books.
- Pencil Crayons will be used in exercise books. Textas will only be used on sheets of paper.

### **Learning Objective**

- Adults will add the learning objective on work in exercise books (often by pasting a strip of paper onto the work that has a typed learning objective on it).

## **Year 1**

### **Equipment**

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only pencil crayons and coloured pencils will be used in exercise books. Textas will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to rule a margin, rule off work, and draw lines, including underlining, labelling diagrams and crossing out.

### **Ruling up**

Children are expected to rule a margin in red pencil in all lined exercise books before beginning their work. This will be done by ruling a ruler-width line on the left of the page.

### **Handwriting**

- Staff will emphasise correct letter formation through the regular teaching (at least three times a week) of handwriting.

### **Indicating errors**

- In cases where erasers are not permitted, children will indicate an error with one neat line through work.

### **Dating work**

Children will be taught to date all work using the short date, e.g. 16.03.13 which will be written on the left hand side of the page, before the title.

### **Titling work**

- Children will work towards writing a title for each learning task contained in their exercise books (e.g. 'Journal Writing', 'Living and Non-Living Things', etc).

### **Care of Books**

- Children will not doodle on pages or on the covers of their books.

## **Year 2**

### **Equipment**

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only pencil crayons and coloured pencils will be used in exercise books. Textas will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to rule a margin, rule off work, and draw lines, including underlining, labelling diagrams and crossing out.

### **Ruling up**

Children are expected to rule a margin in all lined exercise books in red pencil before beginning their work. This will be done by ruling a ruler-width line on the left of the page and ruling a horizontal line on the first line of the page.

### **Handwriting**

- Handwriting will be taught on a regular (at least 2-3 times a week) basis in which correct letter formation will be reinforced.

### **Indicating errors**

- In cases where erasers are not permitted, children will indicate an error with one neat line through work.

### **Dating work**

Children will date all work using the short date, e.g. 16.03.13 which will be written on the left hand side of the page, before the title.

### **Titling work**

- Children will write a title for each learning task contained in their exercise books (e.g. 'Journal Writing', 'Different Uses of Water', etc).

### **Maths Books (where grid books are used)**

- Only pencil to be used
- Children to be taught to use 1 digit per square

### **Care of Books**

- Children will not doodle on pages or on the covers of their books.

## **Years 3 and 4**

### **Equipment**

- In Year 3, all work will be written in pencil with the expectation that students maintain sharp pencils. Years 4-6 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used (except for 'Green Pen' assessment work).
- Only pencil crayons and coloured pencils will be used in exercise books. Textas will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to rule a margin, rule off work, and draw lines, including underlining, labelling diagrams and crossing out.

### **Ruling up**

- Children are expected to rule a margin in all lined exercise books in red pen before beginning their work. This will be done by ruling a ruler-width line on the left of the page and ruling a horizontal line on the first line of the page.
- When students rule off mid-page, they are to rule to top and bottom of the line and write the title and date in between the two ruled lines.

### **Handwriting**

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.

### **Indicating errors**

- In cases where erasers are not permitted, children will indicate an error with one neat line through work.

### **Dating work**

- Children will date all work using the short date, e.g. 16.03.13 which will be written on the left hand side of the page, before the title.

### **Titling work**

- Children will write a title for each learning task contained in their exercise books (e.g. 'Journal Writing', 'James Cook', etc).

### **Maths Books (where grid books are used)**

- Only pencil to be used
- Children to be taught to use 1 digit per square

### **Care of Books**

- Children will not doodle on pages or on the covers of their books.

## **Years 5 and 6**

### **Equipment**

- Years 4-6 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used (except for 'Green Pen' assessment work).
- Children will not use gel pens.
- Only pencil crayons and coloured pencils will be used in exercise books for pictures, diagrams, etc. Textas will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to rule a margin, rule off work, and draw lines, including underlining, labelling diagrams and crossing out.

### **Ruling up**

- Children are expected to rule a margin in all lined exercise books before beginning their work. This will be done by ruling a ruler-width line on the left of the page and ruling a horizontal line on the first line of the page in red pen.

- When students rule off mid-page, they are to rule to top and bottom of the line and write the title and date in between the two ruled lines.

### **Handwriting**

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.

### **Indicating errors**

- In cases where erasers are not permitted, children will indicate an error with one neat line through work.

### **Dating work**

- Children will date all work using the short date, e.g. 16.03.13 which will be written on the left hand side of the page, before the title.

### **Titling work**

- Children will write a title for each learning task contained in their exercise books (e.g. 'Using Commas for Clauses', 'Adaptations of Animals', etc).

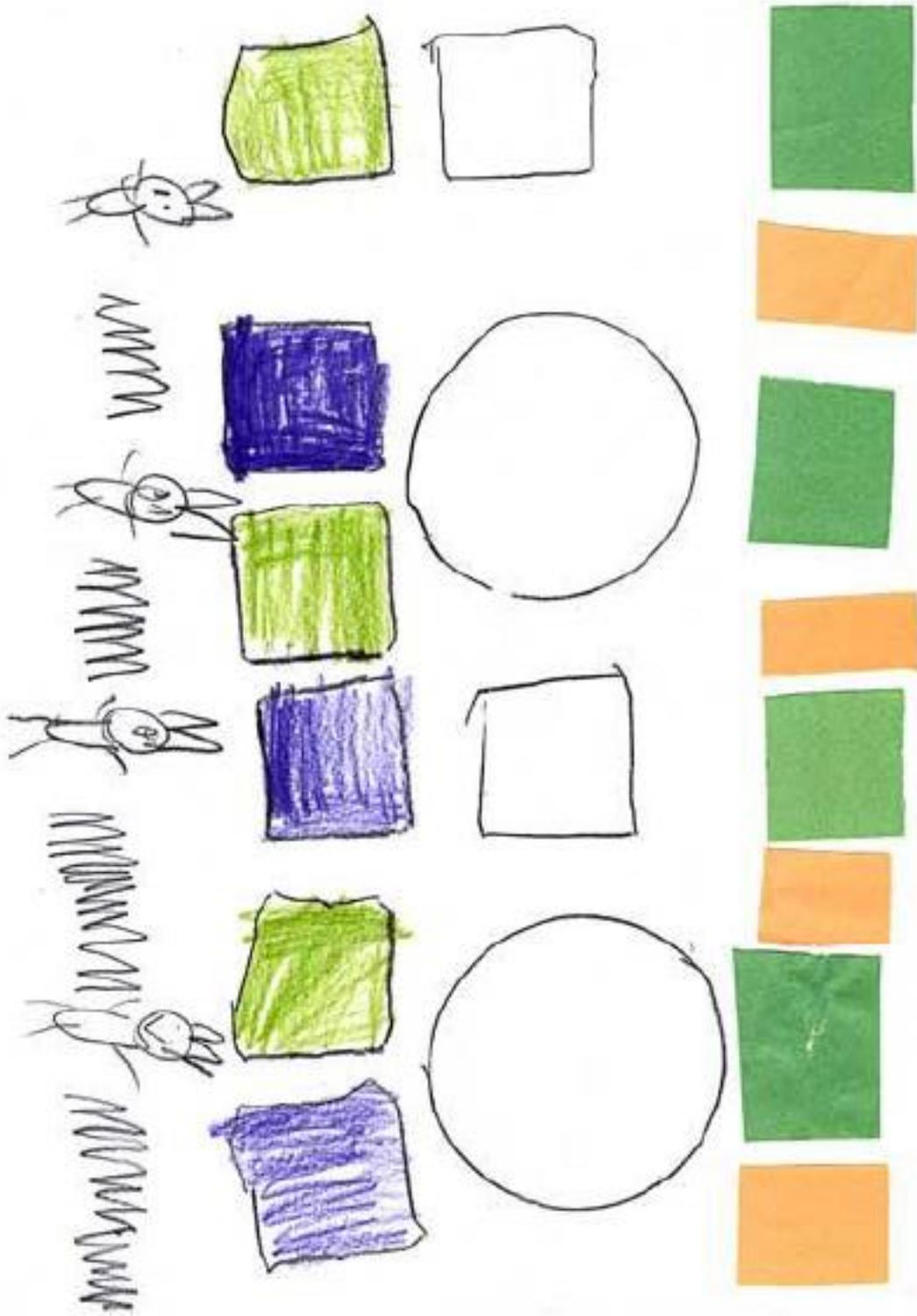
### **Maths Books (where grid books are used)**

- Only pencil to be used
- Children to be taught to use 1 digit per square

### **Care of Books**

- Children will not doodle on pages or on the covers of their books.

L.O: To make and continue basic patterns



18/6/13

Spiders Journal Writing 18/6/13

Spiders are insects. They have eight legs. Some spiders bite and are poisonous. There are lots of different kinds of spiders. Spiders can be found all over the world.



9/6/13

Punctuation

1. What is your name?
2. I am going home now.
3. Help!

18/6/13 Journal Writing

On Saturday, I went to the beach with my family. It was such a hot day that I needed to go in the water every five minutes to cool off.

In the afternoon, we left the beach and went to visit my aunty. She has just had a baby. His name is Zachary and he is adorable!

19/6/13 Speech Marks

1. "Which store do you want to go to?" asked Marie.
2. Sam yelled, "You're it!"
3. "I don't believe you," he said, "you never tell the truth."

18/6/13

## Exposition Writing

Some animal experts say that zoos should be banned. I firmly believe that zoos should not be banned because they allow endangered species to be protected, they educate people about animals and they provide families with an opportunity to spend valuable time together.

Firstly, I firmly believe that zoos should not be banned because they allow endangered species to be protected.

For example, I've been to the Perth Zoo and it has Sumatran Tigers which are an endangered species. The Perth Zoo has a breeding program so that more Sumatran Tigers can be born and we can avoid the risk of

Sumatran Tigers becoming extinct. I don't know about you, but I'd hate to see even more animals becoming extinct.

19/6/13

## Commas for Clauses

1. My dog, a black Labrador, is going to the vet today.
2. The policeman, who had been running for 5 ~~minits~~ minutes, had to take a rest.
3. Unless the weather clears up, we will not be able to go to the beach.
4. The man ran down the hallway, not noticing the people behind him.