



**DUBAI
BRITISH
SCHOOL**
EMIRATES HILLS

Presentation of Work Policy

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Primary	
Date of review	August 2023
Date of next review	August 2024

These guidelines should help to produce the highest standard of work at all times. Please ensure you have read the marking policy carefully and that you follow the guidance at all times.

English/ WOW learning/Books

- For Years 2-6 the full date is to be written on top line starting from the left and underlined. Year 1 children should write the day and short date e.g. Monday 23/9. Leave a line after this
- A 'WALT' statement is to be written and underlined. Year 1 and Year 2 LA children can stick this in (teacher discretion in other year groups)
- One line is to be missed between the 'WALT' statement and the start of written work. The children can remember this using 'DUMTUM' (Date, underline, miss a line, title, underline, miss a line)
- Have a go at spellings. If unsure, underline then check in a dictionary or use a word book (Year group appropriate)
- Illustrations should be on the unlined pages or parts of pages, not applicable in English books. Children should not colour over writing and any colouring in should be done with coloured pencils
- For full science investigations, use the agreed format
- Science diagrams should be drawn in pencil
- Worksheets should be kept to a minimum and should only be used when absolutely necessary
- Underline last piece of work
- Children should take pride in their books, no graffiti on the front of books

Maths Books

- The short date to be written at the top left of maths book e.g. 25/11/022 and underlined (Year 2 upwards or teacher discretion in Year 1). Year 1 to start a new page
- Write (Year 1 can stick) a 'WALT' statement which can then be used for student evaluation at the end of the lesson.
- A range of activities should be evident in maths books, practical activities can be evidenced through photographs

- Work is to be started one square in from the margin
- Students are to write one digit in each square
- Dot or mark incorrect answers (as per school marking policy). Children should not erase. Correct answers written next to mistake and acknowledged by teacher
- Work down the page. Draw a central margin if shorter column addition. 2 columns only, (teacher discretion please)
- No pen in maths books
- Children should have opportunities to show their workings out at all times
- Worksheets should be kept to a minimum and should only be used when absolutely necessary
- Children should take pride in their books, no graffiti on the front of books

General Expectations

- The teaching of cursive writing is essential. **Please ensure that you are familiar with the school scheme Penpals/Nelson so that your comments are also in this script.** Some children may be writing in a different joined style. Allow this as long as it is neat and well formed
- A single horizontal line should be used for short crossings out. Erasers discouraged as much as possible given resources available
- Write on consecutive lines
- Pen licences (Year 4 upwards) to be given where appropriate. Ensure the ink does not show through the page. Handwriting must be consistently joined or pen licences will be revoked. (No pen in maths books)
- Children should write in black pen only
- Before starting a new piece of work, students should rule off their last work and miss a line before beginning their next piece
- **If** worksheets have to be used they must be trimmed to fit or folded neatly and stuck in books
- Neatness and care of presentation is to be encouraged at all times
- Children should read through their work to check for mistakes and improvement time is to be used for pupils to read and respond to teacher comments
- Expectations should be kept high and rewarded appropriately
- Children should take pride in their books, no graffiti on the front of books
- Teachers should mark in green pen only