

Donabate-Portrane



Educate Together

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Presentation Policy

Aims of the Presentation Policy

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school and continue to encourage in all children, a sense of pride in how their work should look at all class levels.

General

The general aim of this policy is to apply a standardised approach to the presentation of written work, supporting the aims of the English curriculum plan 'to clarify thinking through oral language, writing and reading'. In this policy, specific guidelines at each stage are outlined and supported by a template in the attached appendices. These guidelines are not intended to interfere with Class Teachers autonomy in the classroom. Rather, they intend to support the Teacher in encouraging children to present work of the highest quality. In addition, templates are available for written and Maths work for all Class Teacher from 1st to 6th Class. (See Appendices A - F).

Stationery Guidelines

To aid the presentation of work certain items of stationery are required at each class level. These items will be outlined in the

school book lists each year except for Junior and Senior Infants whose stationery requirements are supplied by the class teacher.

1st/ 2nd/3rd/4th Class

Each child to have the following with them in school each day:

- 3 HB Pencils
- 30cm Ruler
- 2 Red pens
- Eraser
- Pencil sharpener
- Set of 12 colouring pencils (not markers)
- Pritt sticks * 2
- Display poly pocket book (80 pockets)

5th /6th

Each child to have the following with them in school each day:

- All requirements up to 4th class and a Geometry Set

Guidelines for all written work (except Maths)

Junior/Senior Infants

- Use of a sharp pencil to complete written work
- Accurate letter formation achieved through correct pencil grip and correct posture when sitting
- Children are expected to leave senior infants capable of writing on the line and with adequate even spacing between their words

1st/2nd : Appendix A

Children are expected to meet all the requirement for Junior/Senior Infants and

- Title (page number/heading/topic) and date their work in pencil
- Correctly insert a margin in their own work (independently)

- Use page margins correctly ensuring words are spaced accurately and evenly on lines

3rd/4th : Appendix B

Children are expected to meet all the requirements up to 2nd class and:

- Title (page number/heading/topic) and date their work in pencil
- Use page margins correctly, ensuring words are placed accurately on the pages. Margin to be completed in red pen
- Number questions in the margin in line with corresponding text references. Questions numbered in red pen
- Write accurately in cursive text in line with the handwriting policy and modelled by the Class teacher
- Write on both sides of the paper and fill each page before turning to the next
- The margin at the end of each page should be left blank
- The end of one piece of work will be clearly identified at the discretion of the Class Teacher e.g. a red line or space
- Mistakes erased neatly and the correct answer written on the same line

5th/6th : Appendix C

Children are expected to meet all the requirements up to 4th class and will write in pen during the 2nd term of 5th class.

Guidelines for Mathematics

Junior/Senior Infants

- Emphasis will be placed on ensuring children place one digit in each box.
- Where children write in a Maths copy spaces will be left between sums as modelled by the Class Teacher

1st/2nd: Appendix D

Children will be expected to:

- Title (page number/heading/topic) and date their work in pencil
- 1 digit in each box
- Start to write after moving down and in 2 boxes in their Maths copy to allow for the expansion of numbers and renaming calculations
- Label each sum correctly and ensure even spaces so that separate sums are easily identifiable

3rd/4th/5th/ 6th : Appendix E

Children will be expected to meet all requirements up to 2nd class and:

- Complete work and titles in pencil (pen from 5th) with margins and numbers completed in red pen
- Show workings either as part of the sum or in a separate part of the page as selected from the templates given. The template chosen will be decided by each individual class teacher.

Other

- Doodles or scribbles on any workbooks/copies/text books are not acceptable in line with our golden rule to respect property
- No lines or margins to be drawn in copies without the use of a ruler
- All margins to be drawn in red pen only from 1st class
- A sample template will be distributed to parents and displayed in the classroom to ensure consistent expectations between school and home.

Appendices References

Written Work

A: First/Second Class
 B: Third/Fourth Class
 C: Fifth/Sixth Class

Maths Work

D: First/Second Class
 E: 3rd/4th/5th/6th