



Policy owned: SIMCE
Reviewed: Spring 2021
Next Review: Spring 2023

'Learn to love and love to learn; in God's love each one will shine'.

St. Andrew's Church of England (VC) Primary School

Non-Negotiables (General Standards of Presentation) Policy

Rationale:

Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**)

Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* (**Matthew 4: 19**) St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Objective, scope and principles

Our vision is realised through this policy by helping to support our children to know and achieve the school's expectations concerning the presentation of their work.

Recording Work (Year 1 and above):

1. **Date** written in long format for English, short format for Maths and all other subjects. Top left hand corner on the first line. Underlined with a ruler.
2. **Learning objective** on the next line down starting with W.A.L.T. with the 'word' W.A.L.T. (or equivalent such as WWW) underlined with a ruler.
3. **Start work** directly under the learning objective (W.A.L.T.).
4. Before commencing a new piece of work, **rule off** immediately beneath the teacher's comments of the last piece to denote that work is complete, before putting the date for the new piece. When work is continued into a second or subsequent session it should not be ruled off, however the new date should be added at the top right-hand side of the next line.
5. **Use all pages consecutively**, children to go back and fill up any missed pages.
6. Books should **not be defaced**. If this occurs, the child should be sent to a member of the Senior Leadership Team who will impose restorative measures, e.g. covering the book.
7. Exercise books have computer-generated **labels** denoting name, year group and subject. Ensure all names spelt correctly and capital letters used.
8. **Joined cursive writing** should be used by all children in KS2.
9. **Handwriting** in Reception and KS1, children will be taught to use print letter formation as set out in the handwriting policy. In Year two where appropriate children may be taught the beginnings of cursive handwriting.
10. **Handwriting pens** should be used by all children who have gained their pen licence in KS2 in all subjects except Mathematics.

11. A **sharp pencil** should be used for Maths and for all drawing. A sharp pencil will also be used for writing across EYFS and KS1.
12. **One symbol** or digit per square in maths
13. **A ruler** must be used for all underlining, labelling of diagrams and drawing of scientific diagrams.
14. **Coloured pencils** and NOT felt pens should be used when using colour in exercise books.
15. Marking should be done in a **contrasting colour** to the children's work. Children to use green pen for peer and self-assessment.
16. Classes may devise and enforce additional **age-appropriate non negotiable Targets** e.g. always use capital letters and full stops

Always **mark to the Learning Objective/Success Criteria** of the lesson but pick up on non-negotiable targets (sp, grammar...).

Resources

Each classroom should have a clearly defined English and Maths resource area available for children to access and with relevant vocabulary on display.

Each class should have a Values display.

Working Walls

- For each unit of work, relevant vocabulary should be displayed and for each particular lesson.
- Each class to have an age appropriate SPaG display/area.
- Children's work to be displayed with any "moving on" steps plus celebratory work clearly annotated as to why it is a good piece of work.
- Each class to have an element of interaction on the maths display.
- Each classroom to have a designated reading area and a reflection area.
- Each class should have a Values display – displaying current and past Values with examples of children Values work
- Each class to have a Reflections Book which demonstrates the classes work towards the current and past values.

This policy should be read in conjunction with the '**Feedback and marking Policy**'.

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