

Waddington All Saints Primary School Presentation Guidance

This document is intended to provide guidance on presentation in children's books. The aim is to raise the standard and consistency of presentation in all learning books by training the children in routine and standard expectation across the school so that they can carry forward the expectation of themselves as they move through the school.

Basic guidance:

- Underline using a ruler.
- Learning objective/title and date to be written for each piece of learning (age appropriate).
- On plain paper, draw a line and write the date/title/Learning Objective.
- When drawing lines for labels use a pencil and ruler.
- All illustrations and diagrams to be drawn in pencil.
- Tables, graphs and columns to be drawn with in pencil using a ruler.
- Draw one single line, using a ruler, through errors in writing.
- Children should not write in the margin (unless numbering).
- Folded paper inserted into books should have a label/title/explanation of what it is and should only be folded once.