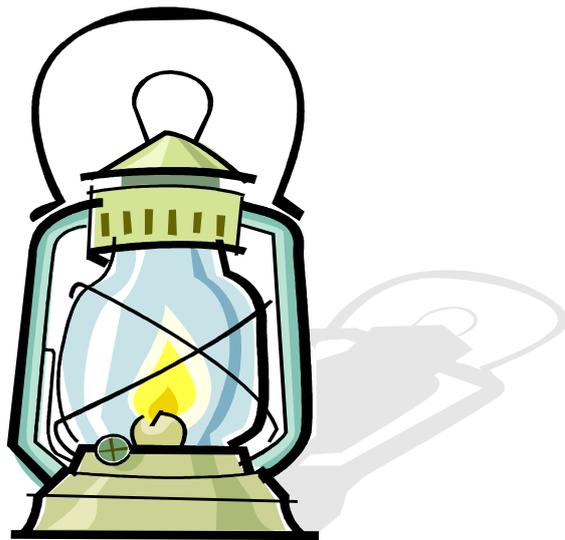




PRESENTATION OF WORK POLICY



Summer 2017



"Shine like a lantern in the presence of the Lord."

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List of Books used in each Keystage

Nursery	KS1	LKS2	UKS2
Busy Books	Writing	Writing	Writing
2buildaprofile Portfolio	RE	RE	RE
	Maths	Maths	Maths
Reception	Topic	Topic	Topic
Focus Books	Handwriting	Handwriting	Handwriting
Busy Books	Spelling	Spelling	Spelling
Handwriting	Guided Reading	Guided Reading	Guided Reading
2buildaprofile Portfolio	Big Writing	French	Big Writing
		Big Writing	Science
		Science	

<p>Writing Books</p> <p>Learning objective to be typed onto labels and pasted into books for Years 1 - 2</p>	<ul style="list-style-type: none"> • All work in KS2 will have the long date written on the top line on the left hand side (e.g Friday, 31st March 2017) underlined with a ruler. KS1 write short date (e.g 31.03.17) underlined with a ruler. • In KS2 the learning objective will be on the left hand side on the next line in – underlined with a ruler. • New pieces of work will be started on the next available page or ruled off as appropriate. • Pencil is used in all books in KS1 and LKS2 but if handwriting is neat Years 5 and 6 may move on to pen. • Children’s targets will be attached inside the back cover of their book. • There will be no drawing or writing on book covers. • Self assessment will be completed by using a smiley face or the traffic light system in every piece of work next to the learning objective. • All errors to be crossed out with a single line throughout. • Rubbers should not be encouraged but may be used. • Nelson’s handwriting scheme to be used for all work (please refer to the Handwriting Policy).
<p>Mathematics Books</p> <p>Learning objective to be typed onto labels and put into books for Years 1 and 2</p>	<ul style="list-style-type: none"> • All work will have the short date on the top line on the left hand side (e.g. 31.03.17) underlined with a ruler. • The learning objective will be on the left hand side - on the next line in – underlined with a ruler. • KS2 children to write the learning objective. • In KS2 the margin will be drawn two lines in from the left hand side of the page. • A new piece of work will be started on the same page or the following page. • Children will put one digit in each square. • All work will be completed in pencil. • Any errors should be corrected. • Children’s targets will be attached inside the back cover of their book. • There will be no drawing or writing on book covers. • Self assessment will be completed by using a smiley face next to the learning objective. • All errors to be crossed out with a single line throughout. • Rubbers should not be encouraged but may be used.

<p>R.E. Books</p>	<ul style="list-style-type: none"> • All work will have the long date written on the top line on the left hand side (KS1 short date) underlined with a ruler. • The learning objective will be on the left hand side underlined with a ruler (shortened for KS1). • Margins and underlining will be done with a ruler. • Diagrams will be included on the lined pages (KS1 – on the picture page). • New pieces of work will be started on the next available page or ruled off as appropriate. • There will be no drawing or writing on book covers. • Self assessment will be completed by using a smiley face next to the learning objective. • All errors to be crossed out with a single line throughout. • Rubbers should not be encouraged but may be used. • Nelson’s handwriting scheme to be used for all work (please refer to the Handwriting Policy).
<p>All other books</p>	<ul style="list-style-type: none"> • Date written at the top left hand side of the page (shortened for KS1); leave a line then write the learning objective underlined with a ruler. • There will be no drawing or writing on book covers. • Self assessment will be completed by using a smiley face next to the learning objective. • All errors to be crossed out with a single line throughout. • Rubbers should not be encouraged but may be used. • Nelson’s handwriting scheme to be used for all work (please refer to the Handwriting Policy).
<p>Nursery</p>	<ul style="list-style-type: none"> • ‘Busy books’ are used in the nursery to gather evidence of focus and independent work. It is a journey of all of the progress that the children make throughout the year with ‘bubbles’, explaining each piece of work. • 2buildaprofile is an online system that allows practitioners to track and monitor children’s progress, each child has their own profile which is linked to the Early Learning Goals. Practitioners take pictures of children in their child initiated play, taking a snap shot of what they are doing, saying or playing. This is a strong evidence base to determine where children are working at in their learning.

Reception

- Busy books are used in reception to gather evidence of independent child initiated work. It is a journey of all of the progress that the children make throughout the year with 'bubbles', explaining each piece of work by the child to capture their communication and language skills.
- 2buildaprofile is an online system that allows practitioners to track and monitor children's progress, each child has their own profile which is linked to the Early Learning Goals. Practitioners take pictures of children in their child initiated play, taking a snap shot of what they are doing, saying or playing. This is a strong evidence base to determine where children are working at in their learning.
- Focus books are used in reception to capture all of the adult led activities that children are expected to do. This is coded with an I for independent, SS for some support and S for full support. As we enter the summer term, bubbles will be placed in books to further children's knowledge.
- Handwriting books are used in reception, daily handwriting takes place to work on their fine motor skills and writing posture using the handwriting programme Nelson's Handwriting. This is done in line with the phonics programme of Letters and Sounds, they will learn to form the letter they are learning that day.