



**Longacre School Presentation Policy**  
This policy includes the Early Years Foundation Stage  
*Policy Written: January 2020*  
*Policy Review: January 2022*

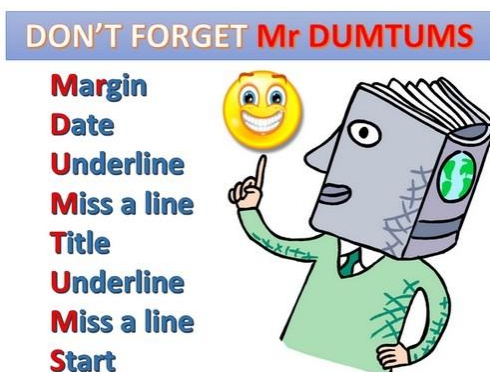
*This policy is published on the website and is available in the School Office. It is available to staff in the New Staff Induction Handbook, and is made available to staff via the network.*

**Introduction:**

This policy is designed to provide staff with a framework for formal written work.

**Key Principles**

1. To ensuring consistency and accuracy of presentation, all children will present their work using the MRDUMTUMS approach which is as follows:



2. All work should be dated to evidence progress. The short date may be used for maths and science work; the long date including day and month should be used for all other subjects. In the Pre-Prep, stamps with a date may be used where age appropriate.

3. The date should be written on the right hand side of the page in the Prep School. Children in the Pre-Prep are permitted to begin from the margin as appropriate for their ability level.

4. All work on sheets must be clearly named.

5. The learning objective must be clearly written at the beginning with “LO:” recorded on the left hand side of the page.

6. All dates, learning objectives and any titles must be underlined with a ruler and pencil. There is no expectation for a learning objective and title. One will more than suffice.

7. As children begin to use headings and sub-headings these must be underlined with a ruler using a pencil.
8. All work should be done in pencil. Pen licences will be individually awarded when handwriting expectations have been met.
9. For self-correction, children may use an eraser at the teacher's discretion. Work in pen should be crossed out with one line through the centre; Tippex or eraser pens must not be used by children. Where appropriate and to evidence progress, purple pens should be used.
10. Correct use of margins should be taught and encouraged. A ruler and pencil must be used.
11. Diagrams should be drawn in pencil with the use of a ruler for lines, including lines to label.
12. All work on paper should be carefully filed in the appropriate book or folder.
13. Responses by children to teacher comments should be made using the purple pens of progress.