

**Presentation  
of Work  
Policy  
May 2016**

# Whitechurch National School

## Presentation of Work Policy

In Whitechurch National School we encourage children to present their work as neatly as they can. Listed below are some guidelines on how the children should present their written work.

### Maths:

- Margins - rule margin in pencil, 1 – 2 squares from the edge of the page. Rule a middle margin if necessary, 1 – 2 squares wide. This applies to children from 2<sup>nd</sup> class upwards.
- Date – Use the short date (13<sup>th</sup> April 16 or 13.04.16)
- Write the number / letter of each question in the margin.
- Use pencil only.
- Skip a line after each question.
- Write one number only in each box.
- Use a rubber to erase mistakes. Do not scribble out or write over mistakes.

### Writing:

- Margins - rule a margin in pencil. First class do not have to rule margins. (Most copy books have a margin drawn already.) A margin should be the width of a standard wooden ruler.
- Date - write the full date. Use the Irish date when doing Irish writing.
- For children in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Class, writing should be in pencil. In third Class children begin to write with fountain pen. For children in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> classes writing should be in fountain pen unless otherwise directed by the teacher. When a child has difficulty using fountain pen, pencil is allowed.

- Cursive writing is introduced in 2<sup>nd</sup> class. By the end of the first term in 3<sup>rd</sup> class pupils should be writing in cursive writing in pencil in their copies. They will then write in fountain pen after Christmas. Pupils in third class should use cursive writing at all times unless otherwise indicated by the teacher.
- Write a heading at the top of your work if applicable.
- Number each question / sentence in the margin.
- Underline missing words when doing cloze procedure.
- Skip a line after each exercise.
- Use a full page before moving on to the next page.
- Always use a clean page for a new day's work.
- Do not skip pages.
- Put brackets around mistakes and put a line through them. For example: (monkey). Tippex is not allowed and eraser pens are discouraged.

Attached is a sample of the script writing for Junior Infants to 2<sup>nd</sup> class and the cursive writing for 3<sup>rd</sup> – 6<sup>th</sup> classes.

## Letter Formation in Infants to Second Class

a b c d e

f g h i j

k k l m n o

p q r s t u

v w x y z

aA bB cC dD

eE fF gG hH

iI jJ kK lL

mM nN oO pP

qQ rR sS tT

uU vV wW xX

yY zZ

0 1 2 3 4 5 6 7 8 9

This policy was adopted by the Board of Management on \_\_\_\_\_ [date]

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Chairperson of Board of Management    Principal

Date: \_\_\_\_\_ Date: \_\_\_\_\_