



# **Mathematics**

## **Presentation Policy**

May 2021

## Guidelines

- All work should be dated (short date) underlined in pencil with a ruler.
- A margin should be drawn on the left hand side of the page and if appropriate a central margin can be drawn by folding the page in half vertically.
- Children to work in pencil.
- Mathematical diagrams/drawings are to be completed with a pencil and ruler unless otherwise requested by the teacher.
- One digit or sign per square.
- 10mm squared books from Year 1.
- 7mm squared books to be introduced from Year 4.
- Plain books to be used for mathematical thinking in Year 1 to Year 6.
- Work in mathematical thinking books will not necessarily adhere to the same guidelines but should still be neatly presented.
- Children must learn to form the numerals correctly. (See separate sheet.)
- Appropriate layout of written methods to be used at all times. (See Calculation Policy 2021)
- Work should be marked regularly (in pen) with constructive comments where appropriate. (See Feedback and Marking Policy 2021)
- Worksheets should be named / dated and marked as above.
- Incorrect answers should be indicated by a dot or arrow next to the question.
- Children are not allowed to write / scribble / put stickers on the front of their mathematics books.
- Put a number in the corner of front cover of books to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> book in the year.
- Old books to be kept in school until the end of the year for monitoring etc.

Signed and dated:

Hilary Hawley

Mathematics Strategic Lead

May 2021

Review due by May 2024