Al-Islamia
Institute for Education

Presentation Standards

The standard for presentation and legibility of work is exacting and high. While we recognise that children should have the opportunity to demonstrate their individuality, or that needs may prevent progress in scribing skills, we still expect all pupils to set out work in a somewhat uniform manner. This is outlined as follows:

Subject	**Subject specific presentation**
Maths/Maths Fluency	• Small date to head work • Numbers: 1 per box • Multiple sums/calculations: a line should be drawn down the middle of the A4 side, and calculations completed from top to bottom of left side, then repeated on right side. • Calculations should be numbered or letterered, with a bracket following it: 1) or a) • Graphs/table: drawn with consideration of numbers, scale and data
Writing/SPaG KS1	• Small date to head work • Use of guidelines to form letters • Top 2/3 of page for word collection sheet • Bottom 1/3 of page for sentence stems sheet/sentence writing.
Writing/SPaG KS2	• Small date to head work on left-hand page • Use of guidelines to form letters Sentence Stacking Lessons: • Double page spread • The left page divided horizontally, into equal parts (dependent on number of sentences) • Each part will then be split into the necessary number of sections to enable word collection based on type • Sentences should be written on the right-hand page. • Each sentence should follow on from the previous one, without starting a new line unless there is a space requirement. This will ensure that children see that the collective sentences create a coherent, linked paragraph
Comprehension (WCR), Foundation, PSHRE	• Long date to head work • WCR: Text title • Foundation/PSHRE: Learning question or title under date (can be underlined)
Spelling	• Short date to head work • Spelling focus/pattern outlined • Use of highlighters and coloured pencils can be used to organise and highlight patterns
Science	• Long date to head work
Art/D.T	• Short date to head work • An eraser can be used for artistic effect
WOW Work Books	• Date work was pasted in • Short annotation/explanation outlining choice

For ALL subjects	• Dates should be underlined • LQ under date (except for WCR and Sentence Stacking lessons), and underlined • Pencil should be used to draw diagrams and lines, including for labelling • A ruler should be used to draw lines, apart from for labelling • Erasers should NOT be used for errors; one neat lean should score through the error • Sheets should be cut down to less than page size OR folded ONCE, and glued in neatly • All corrections or edits should be completed in green pen/pencil (when they are supplied) • As cursive skills develop in Writing/Handwriting, this should be evidence in other books as well • Children who achieve a pen license have permission to use the pen in all lessons, except to draw lines/tables/drawing

'WOW Work' Books:

To further increase scholarship and pride in one's progress, every child will have a 'WOW Work' book allocated when they enrol in Year 1, or on their first day of school.

Within this book, children will collect evidence of their most cherished pieces of work over the course of their school life. This can be from any subject, activity or event. At the end of their time at Al-Islamia Institute, the book will be a record of achievement from their time with us.

To complete the process of WOW Work:

- Every child will select ONE piece of work each half term (from any subject) that they are proud of, which will then be photocopied in colour, pasted and titled in their WOW Work book.
- Children should annotate their work with an explanation for their choice.
- If the piece is 3D, a picture should be taken and pasted in.
- At the end of the year, a bonus piece should be selected and added to their book.

Worksheets

To meet the school's aims to save printing and paper, teachers are encouraged NOT to use worksheets unless absolutely unavoidable. Tasks should be displayed on the board/screen/PowerPoint for children to respond to as much as possible, in the following ways:

- Snipping/screen shooting tasks from printed worksheets
- Typing tasks into slides
- Displaying tasks on learning videos

For maths, children in KS1 will use workbooks.

This is so:

- Children develop the stamina to engage with writing and presenting their work neatly and clearly

- Paper and ink is saved
- Glue is not used more than needed
- Books are used to practice writing/presenting rather than as worksheet storage