

# WALTHAMSTOW MONTESSORI SCHOOL

## EXERCISE BOOK / PRESENTATION POLICY

### INTRODUCTION

A child's exercise book is a reflection of our high expectations that each child will achieve their full potential.

It is our responsibility to maintain high expectations of the children at all times including with regard to their written work. This policy aims to achieve a consistent approach throughout the school.

It is the responsibility of the teaching staff to help to embed good practice and to ensure that children know how to achieve high standards for their own self confidence and personal growth.

Prompts and reminders are pasted inside each child's books.

Targets are pasted inside each child's books.

### TEACHER'S ACCOUNTABILITY

Every teacher is responsible and accountable for all pupils in their class in whatever subject they are in. This includes the marking and feedback for their work.

Teachers should refer to the following associated policies:

Curriculum policy  
Teaching and learning policy  
Homework policy  
Handwriting policy  
Marking policy

### **Quality and amount of work achieved**

\* Give clear guidelines if there is a minimum or maximum quantity of work

that is required.

- \* Provide encouragement and support such that each piece of work is the best that it can be.
- \* Jottings and rough notes are to be done in the child's jotter.

### Date and title

Each piece of work **MUST** be dated appropriately on the first line on the left hand side of the page next to the margin.

For all written work other than maths work the date must be written in full.

For maths work only it should be written numerically IE, 23.04.18

The date is to under-lined carefully with a ruler

Having missed a line, the title is to be written in the middle of the next line and underlined carefully.

The following is helpful for children to remember:

### **DUMTUM**

D - date

U - underlined

M - miss a line

T - title

U - underline

M - miss a line

### Spellings

Correct spelling takes time to be acquired fully.

Appropriate to the age of the child, teachers should highlight and write the word correctly.

With younger children we are looking for emergent spelling and phonic attempts which are much more valuable at this stage than total accuracy.

We are not looking for a culture over constant correcting which can damage confidence and is not within the Montessori ethos.

However mistakes need to be recognised and worked on to ensure they are learnt correctly.

### Pen or Pencil

A sharpened pencil should be used at all times. Teachers will always leave their classrooms each day having left all pencils ready to use the next day.

When a child can consistently write with a neat joined script they will be able to write in pen.

All maths work is to be completed in pencil

All diagrams and labelling for diagrams, in any subject, should be in pencil.

### Maths books

Children should be shown how to set out calculations clearly in rows and columns.

Children should be shown how to ensure that a line is left below calculations so that they are not squashed next to each other.

A ruler must be used for all lines and charts

Rubbers, these may be used to correct work.

### Marking and feedback

All adults must ensure that their own handwriting is of a near cursive script and is, at all times, a good model for children to learn by.

### Worksheets

Should be used sparingly, they limit both a child's ability to learn to set out their own work and the quantity. Teachers should be creative in their teaching and not resort to worksheets.

The use of work cards or prompt cards is preferred and encouraged throughout.

All worksheets need to be dated and trimmed properly before being stuck into books.

If using an A4 book then it may be possible, with trimming, to stick the sheet

straight in vertically.

If using an A5 book with an A4 worksheet then trimmed worksheets should be folded in half and the top half only stuck into the book (so that the bottom half is like a flap that can be opened out)

### **Labelling of exercise books**

These are to be labelled in the top right hand corner with the agreed school subject label.

Child's name is to be written by the teacher using black pen neatly not in capital letters.

### **Monitoring of exercise books**

Books will be monitored not less than once a term for the purpose of monitoring content and standards.

Written records of such monitoring will be kept on file.

This policy was adopted on 1.1.2019

Date Reviewed: 01-09-2024

To be reviewed: 01-09-2025