



## **Maths Presentation Policy** **January 2016**

Consultation Date:  
Date agreed by Governors:  
Date policy became effective:  
Review Date:

### **BOOKS**

#### **Stickers**

- To show the date – dd/mm/yyyy
- Objective
- Success Criteria
- If using and applying activity add to sticker with a UA

#### Highlighting

- If Success Criteria met – green
- If Success Criteria not met - pink
- If using as evidence on APP add an orange dot
- No half highlighting

#### **Children**

- 1 number per square
- Use of a ruler to draw lines/ cross out
- Work in pencil even if they have a pen license for other subject areas.
- Corrections and Improvements to be completed below marking. If need to be done within work to be coloured in coloured pencil so it is clear which is the original and which is the improvement/ correction
- Rubbers to be used ONLY when mistakes have been made in diagrams and graphs. Children to put a line through incorrect work. (In line with Key Stage 2 SAT requirements).

#### **Worksheets**

- Need to be trimmed and glued to the page – not folded over

### **Photos**

- If you are using photographs in books – make sure if they have children on the child matches the book it belongs to

## **MARKING**

### **Books**

#### **Pupil Marking**

\* in coloured pencil

#### **Adult**

- **Class teachers** will mark work in a **green pen**,
- **Teaching assistants** will mark work in a **red pen**
- **Trainees and students** will mark in a **blue pen**
- The staff will then mark in **pink** when corrections/improvements have been made.
- Tick if correct, x if incorrect, c if you would like the child to correct

## **NTAG Grids**

- Each objective to be dated according to the date on the corresponding date.
- If evidence is not from the maths book – please note on APP grid where evidence can be found.
- Three pieces of evidence before it can be highlighted – at least one needs to be Using and Applying. Put an orange dot in book if used as evidence
- Highlighting should be for the year group that they are in. Tick or mark to say that they have done

### **Pre and Post Assessments**

- Pre Test on blue paper – trimmed and glued into book.
- Post Test on pink paper – trimmed and glued into book.
- Title needs to match the assessment e.g. if it is the Post Assessment should not say Pre Assessment at the top.
- Highlighting  
PRE ASSESSMENT – Only highlight in green if ALL correct – no half highlighting/ ticking parts of the question that are correct.  
POST ASSESSMENT – Only highlight in green if ALL correct. Highlight in pink if INCORRECT
- Pre and Post Assessments need to match the topic you are going to teach. i.e. if you are teaching length only, the measures assessment should only cover length. The questions will need to be adapted.