



Sedgefield Primary School

Learning Together for Life

Presentation Guidelines

Purpose

The purpose of these guidelines is to establish high expectations and pride in everything we do – both of ourselves and of the children and to ensure a consistently high standard of presentation across the whole school, which all children and staff recognise, understand and follow.

Aims

- To motivate each child to present their work in the best possible way.
- To ensure each child knows the standard of presentation that is expected of them.
- To ensure there is consistency across the school in terms of the standard of presentation expected across the curriculum.
- To ensure the progression in presenting work between each class is evident and understood by all children and adults.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, green cards, Headteacher awards).

Handwriting will be taught in line with the handwriting policy on a regular basis (as appropriate for the age/ability of the children). The focus of these lessons will be correct

letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- No doodling on pages in books or on covers.
- Tippex and correction pens are not used.
- When sticking work/labels/headings in books, they should be straight and cut to size. No pieces of paper should stick out of the sides of the book.
- Targets should be written in clear sentences, which are able to be understood by the child, on the agreed format and neatly stuck on the front inside cover of their maths and books (also English books for Reception and Year 1 until they start to use the other format for Big Writes). Individual Success Criteria and targets for writing should be in the agreed format and stuck into Big Write books.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page for each piece of work in KS1, but in KS2 will only start a new page if there are just a few lines left, otherwise they will rule off and use the same page.

Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Pupil interviews
- Lesson Observations (Headteacher)

Reception

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to Year 1. It is expected that the majority of children will be writing some words/phrases independently throughout Reception, working towards writing in sentences in the summer term of Reception.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

Learning Objectives and Success Criteria

- Adults will add the learning objective and success criteria (ideally typed and stuck in).

Staff will encourage

- correct letter formation and left to right orientation.
- Children to try and write in a straight line.

Year 1

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams and labelling.

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Dating work

- In maths the short date is used, e.g. 07.09.18.
- In literacy children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of Year 1 or earlier if possible, e.g. Monday 7th September

Learning Objectives and Success Criteria

- Children will work towards writing the Learning Objective/title. This may be stuck into the book, along with the Success Criteria, but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out (where appropriate).
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Handwriting

- Handwriting will be taught on a regular basis (handwriting books will be used for this) and correct letter formation will be reinforced through other work.

Indicating errors

- Children can use a rubber, but will begin to indicate an error with one neat line through work (in preparation for writing in pen).

Dating work

- In maths the short date is used, e.g. 07.09.18
- In other subjects the longer date is used, e.g. Monday 7th September
- The date is underlined with a ruler

Learning objectives and Success Criteria

- Children will write the Learning Objective/title (when they are able to relatively quickly) and underline it neatly with a ruler.
- The LO may be stuck into the book along with the Success Criteria, but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Years 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should they be allowed to do so. Only appropriate blue ink handwriting pens can be used (unless a child has a particular difficulty with this type of pen).
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
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Handwriting

- Cursive handwriting will be taught on a regular basis (handwriting books will be used for this) and this will be reinforced in all other areas of the curriculum.

Indicating errors

- Children will indicate an error with one neat line through work. Children will need to be reminded how to do this.
- Tippex or correction pens are not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler
- In maths the short date is used and underlined with a ruler, e.g. 07.09.18
- All other work has the long date, e.g. Monday 7th September

Learning Objectives and Success Criteria

- Title to indicate work content – usually the learning objective
- Title/LO underlined with a ruler.
- Success Criteria may be written by children or stuck neatly into the book

Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- If short answers are required, pupils can carefully divide the page in half

Care of Books

- Children will not doodle on pages or on the covers of their books.

Years 5 and 6

Equipment

- Children need still to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should they be allowed to do so. Only appropriate blue ink handwriting pens can be used (unless a child has a particular difficulty with this type of pen).
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.

Handwriting

- Handwriting will still be taught on a regular basis *for children who are not forming and joining letters correctly*. Handwriting books will be used for this.
- The importance of correctly formed, cursive handwriting will be reinforced in all other areas of the curriculum.

Indicating errors

- Children will indicate an error with one neat line through work (children will need to be reminded how to do this).
- Tippex or correction pens are not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 07.09.18.
- All other work has the long date, e.g. Monday 7th September

Learning Objectives and Success Criteria

- Title to indicate work content – usually the learning objective
- Title/LO underlined with a ruler.
- Success Criteria may be written by children or stuck neatly into the book

Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- If short answers are required, pupils can carefully divide the page in half

Care of Books

- Children will not doodle on pages or on the covers of their books.