



ROGIET PRIMARY SCHOOL

Presentation Policy

June 2016

This policy is a part of the school's Assessment, Recording and Reporting policy.

Rationale

To establish high expectations and pride in everything we do – both of ourselves and of the children. To create a clear and consistent set of guidelines for the presentation of children's learning. To motivate each individual to present their work in the best possible way and to enable children to recognise work that is presented to a high standard. To ensure each child knows the standard of presentation that is expected of them.

Presentation of pupil's work

Presentation discussions are regularly held in staff meetings and between staff and pupils. The following presentation methods are to be modelled and used by pupils in all work.

- Handwriting Styles – Ensure the handwriting style is adhered to at all times – joined handwriting should be introduced by the end of Year 2, Foundation Phase;
- Margins to be used on all lined pages. In Foundation Phase, margins to be drawn by teacher or teaching assistant until the children are ready to draw themselves (end of Year 2). No margins on plain paper;
- Writing implements – All pupils in Foundation Phase to write with a pencil. Children in Year 3 to use pen when appropriate and gain a pen licence. Pencil to be used to draw at all times;
- Date Foundation Phase – English date
KS2 – Welsh date
The date will be written in two ways:
Long date will be written on all writing work
Short date will only be written in Maths books.
- Title/Learning Objective to be displayed on all work in KS2;
- Maths books. All pages to be folded in half and a margin to be drawn to discriminate between the number of the question and the workings out. One number to be written per square;
- Pencil line with a ruler to cross out mistakes.
- Art books do not need to be marked. Comments may be added to pupils work when necessary;

- Any worksheets that are stuck into books need to be pre-trimmed so that they can fit exactly on a page and not over hang or fold;
- Unfinished books may, where appropriate, be passed on with the children each year. Leave a page and allow the children to complete the book. This shows progression from year to year.

Classroom Practice

- All teachers and teaching assistants to set a good example of presentation in all modelled work;
- If worksheets are used, please ensure that children write their name on the reverse, using capital letters appropriately;
- Guidelines for presentation will be displayed in the classroom, as appropriate;
- Pupils will be made aware of guidelines at the beginning of each year;
- Children to write on the front of their own new books in Key Stage 2 and teachers or teaching assistants to write on the front of books in Foundation Phase. Both names to be written on every book, class and subject (Welsh in KS2);
- Children producing incorrectly presented work may be asked to re-do work in their own time.

Books

Children should be expected to keep their books well presented. They should not 'doodle' on the front cover, or indeed on pages inside. Books which are not kept well-presented may be sent home to be covered or children asked to re-write work on paper to be stuck over messy work.

Use of presentation for displaying children's work

Well presented work is always encouraged and good examples will be displayed around the school. However, sometimes it is appropriate to display pupils' draft work and 'workings out' on the wall as the processes involved in the production of children's work is also to be celebrated.

Monitoring

Books will be monitored throughout the year by the Head Teacher, Deputy Head Teacher, Senior Management Team Leaders and Subject Co-ordinators. High quality feedback will be given to all members of staff.