



HOLY FAMILY & ST.
MICHAEL'S CATHOLIC
PRIMARY SCHOOL, A
VOLUNTARY ACADEMY



Everything we do is for the children

The main aim of our Mission Statement is that our teaching and learning are centred on the teaching and example of Jesus Christ.

Policy: Presentation Policy

Date Agreed: September 2017

Date of Review: September 2018

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Safeguarding Statement

At Holy Family and St Michael's School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice

Aims of the Presentation Policy

- 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.

Objectives of the Presentation Policy

- To motivate each individual to present their work in the best possible way.
- 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.

Outcomes of the Presentation Policy

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all children and adults.

Monitoring of the Presentation Policy

The Senior Leadership Team and Core Subject Leaders will collect examples of children's work on a half-termly basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations of Teaching Staff

Remember – you are the most important role model for presentation and high expectations! Use the resources available to you e.g. on the IWB – lines, grids to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- All children's work must be marked using the agreed Marking & Feedback Policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.

Expectations of Children

Use of Pencils and Pens

- Pencils should be used in all Maths books and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil if required.
- Pens should be used for written work as soon as possible from Year 3 onwards, but only at the point where the teacher judges the child's handwriting to be consistently neat and fluent.
- Pens must be black fibre tip. No ballpoint, biros or felt pens should be used.

- Felt pens should not be used in exercise books for underlining or illustrations, although they can be used on paper at the teacher's discretion.

Expectations for Layout (KS2 DUMTUMS)

- The date is written at the top of the page on the left against the margin and will be underlined.
- Miss a line.
- The Learning Objective is written on the next line on the left against the margin. (Unless already inserted)
- The date and Learning Objective must be underlined using a ruler.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Don't leave a blank page.
- Miss a line under the LO and start at the margin.
- Leave one line between each paragraph.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- Write **ON THE LINE**.
- Do not write in the margin. (unless numbering)

Layout in Mathematics

- All work in Mathematics books should be written in (sharp) pencil.
- If appropriate pages can be divided in to two with a ruled line.
- The previous piece of work should be ruled off with the date written in figures on the line below.
- The date and the LO should be underlined. (Unless already inserted)
- All figures must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- For solving word problems the actual sum should be set out. The answer should be written in a sentence where it clarifies a complex problem or where the focus is on maths vocabulary.
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
- Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.
- For further guidance, see Mathematics Calculation Policy (Update September 2014)

Classroom Organisation and Resources

- All tables should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils, learning journals/draft books.
- Each room has wipeboards available for all the children.
- Children and staff should check the floor and other surfaces before leaving the room e.g. at break time for spare equipment.

Policy Reviewed September 2017