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Presentation Policy

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Presentation Policy

Philosophy

We believe that we should expect a high standard of presentation from all children whilst acknowledging differences in ages and abilities and we acknowledge our responsibility to ensure that all children are taught to take care with both the content and presentation of their work in all subjects.

Aims and Objectives

- To adopt consistent procedures to raise and maintain the standard of presentation across all key stages and in all areas of the curriculum.
- To actively and positively encourage pupils to take care with their work and to maintain a sense of pride in it.
- To promote a sense of ownership and self-esteem in the presentation of all work.
- To be mindful of the “intended outcomes” for all ages and to foster an effective age appropriate classroom praise and reward system to further encourage achievement of these outcomes.
- To uphold the Handwriting Policy and the guidelines within it.
- To make use of and incorporate into children’s passports appropriate strategies to further encourage a high standard of presentation for those pupils for whom handwriting presents a particular difficulty.
- To encourage the support of parents in the adoption of these aims.

Expectations of all pupils

In all subjects, children are expected to:

- Write the date at the top of the page on the left hand side; leave a line space and then write the learning objective (or shorter title if appropriate) on the left hand side of the page; underline the title; leave a line space underneath the title and then start their work. This can be pre-printed by the teacher if preferred.
- In English, for Year 2 upwards, use the long date; for example, Monday 1st January 2016. If pre-printed objectives are usually used, regularly practise writing the long date elsewhere, eg in handwriting books or rough books.
- For all other work, write the short date using full stops; for example, 1.1.16.
- Follow the school’s handwriting policy.
- Never leave a page blank i.e. work through their book systematically from the front to the back.
- Draw a circle around each question number.
- Correct errors with a single horizontal line. Erasers are only to be used under the direction of the class teacher.
- Use only pencil for writing until ready for a ‘pen licence’. This will be awarded during Year 4 and will be celebrated in assembly. Use only pencils, rather than pens, for drawing or colouring in books.
- Complete a pupil self-assessment to the right of the title or learning objective.
- **After** the work has been marked and a response has been given, rule off the page if there is more than half a page of space available. Start the next piece of work below this.

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Further expectations for Mathematics:

- Use 1cm squared books (or smaller, when this is deemed appropriate by the Mathematics co-ordinator)
- Use one square for each digit or operation, but place a decimal point on the line between two squares (as used in Abacus examples).
- Leave no spaces between digits and operations.
- Leave a line between all questions.
- Only use pencil. Use a ruler for graphs, tables and for straight sides of shapes. Where appropriate, follow the lines on the squared paper.
- Left-justify work, leaving space to the right for feedback where possible.

Further expectations for proof-reading, improvements and response to marking feedback:

- Responses to marking feedback are made where indicated by the teacher. For 'Green for growth' feedback, children in Key Stage 2 respond in green biro.
- For all other proof-reading amendments and 'polishing', purple pens are used.

Handwriting Guidelines

See St Mary's Handwriting Policy for details.

Expectations of Teachers

Teachers will:

- Mark pupil's work in blue or black ink
- Assess pupils learning with up to three stars to the right hand side of the title (see Marking and Feedback Policy)
- Write comments in clear, legible and joined up handwriting. This should act as a good model of handwriting to the children.
- Comment on pupils work to the side of pupil's work in Mathematics
- Comment underneath pupil's work in English

Monitoring and Review

This policy will be reviewed every two years (or earlier if necessary).

Updated March 2016