

Presentation Policy



Last Reviewed: January 2018

Next due for review: January 2019

Eastborough Junior, Infant and Nursery School

Presentation Policy

Aims.

All staff are to have high expectations of the way in which pupils present their work. This policy aims to provide consistency and continuity of those expectations throughout the school. School expectations are made explicit to pupils through expectations/rule set out at the beginning of the year, individual targets and written and oral comments. All children are encouraged to work carefully and take pride in their work, knowing their efforts will be valued and rewarded.

Classroom organisation

This policy has implications for classroom organisation and the organisation and presentation of resources:-

- Teachers should lead by example and ensure that classrooms and work spaces are kept tidy
- Teacher's writing/work presentation for children should also be presented well and in line with school policy
- Children need to be able to work comfortably. Allow plenty of working space when organising tables and chairs.
- Consider the needs of right and left-handed pupils, allowing space for different writing positions and elbows!
- Encourage children to adopt a good sitting posture, with all four legs of the chair on the floor and with their bottoms on the seat.

Resources

Children are provided with a range of good quality resources. They are organised to enable children to access them easily, where appropriate.

- Provide good quality resources e.g. paper and pencils.
- Children are to be awarded a pen when the teacher feels their handwriting is consistently of a high standard. Pens are to be black. EYFS/KS1 will use pencils.

Children's books/work

It is important that teacher expectations of how children use and work in their books are consistent through school. This helps children to understand what is expected of them as they move from one class to another. It also helps to maintain standards throughout school. Children should be taught to :

- Use both sides of the paper.

- In EYFS/Yr1 children will start work on the next clean page. All other year groups will start on same page if adequate space allows and begin their work with the date and the title or Learning Objective.
- Pencil to be used for drawing. No felt-tipped pens to be used in books.
- To make corrections – cross out using a single line.
- Rubbers can be used at the discretion of the teacher.
- Children from Year 2 upwards will use the long date (underlined with a pencil and ruler).
- Children in Reception and Yr 1 will use the short date, although more capable will start to use the long date in the Summer term.
- In maths work, children will use the short date.
- All diagrams, graphs, charts etc are to be drawn with a sharp pencil.

Graffiti on and in books will not be tolerated. Appropriate action will be taken by the class teacher.

Children in EYFS/KS1 will use plain, unlined books in maths.

In KS2 children will be encouraged to use squared books to aid the development of expanded methods of calculation. In maths books there will be one digit per square but writing of words will be normal sized across the line(not one letter per square)

Displaying children's work

All children's work is valued. Children's work displayed will reflect the individuals best efforts.

Work undertaken by children will be named.

Staff will ensure that the work will be carefully presented and double mounted.