

Presentation Policy



Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

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, Gold Coins, classroom displays and Mrs O's wall). Photographs will be placed on Facebook and the school website to celebrate excellent presentation.
- Presentation Police- Six children will be selected from Years 5 and 6 and once a week they will go in to classes and look at the Presentation according to the Policy. Two children will go to Years 1/2 and will be responsible for checking their presentation. The same will happen for Years 3/4 and 5/6. Children will be awarded a sticker with a green tick by the Presentation Police for good presentation or a sticker with a red 'C' which represents a caution. The children with a caution will be checked first next time by the Presentation Police do a check to ensure their presentation has improved.
- Handwriting will be taught in line with the handwriting policy on a regular basis (see Handwriting Policy). The focus of these lessons will be correct letter formation to begin with progressing on to cursive handwriting. Children will need to be taught how to write in a cursive style.
- Books- when children finish their exercise book, it will be attached to a new exercise book. This is to show progression from the start of the academic year to the end of the academic year.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. green pen for feedback and corrections.
- Pencil crayons can be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and corrections pens are not used.

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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 when there are only a few lines left, otherwise they rule off and use the same page.

Monitoring

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

- Work Scrutinies
- Lesson Observations
- Pupil interviews

Foundation Stage

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 independently and some children may be writing in sentences in the summer term of FS2.

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 Objective

- Adults will add the learning objective until children are capable of adding this independently.

Staff will encourage

- Staff will emphasise correct letter formation and left to right orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

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.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out. Children can rub out any mistakes if done in pencil.

Handwriting

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

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Indicating errors

- Children are able to rub out their work when using pencil. Otherwise, it is one neat line through the word using a ruler.

Dating work

- In maths and English the short date is used, e.g. 16.03.03

Writing the Lesson objective

- Children will work towards writing the L.O./title. Ideally by the summer term, earlier if possible.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly.
- Sticky labels may sometimes be used for L.O.

Maths Books

- Only pencil to be used.
- Children to be taught to use 1 digit per square.
- Children can rub out when an error has been made.

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.
- Children will be expected and taught how to use a ruler to draw lines, labelling and crossing out.

Handwriting

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

Indicating errors

- Children will be provided with a rubber to erase incorrect work.
- Children will indicate an error with one neat line through work.

Dating work

- In maths and English the short date is used, e.g. 16.03.03

Writing the Learning Objective

- Children will write the L.O./title.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly.

Maths Books

- Only pencil to be used.
- Children to be taught to use 1 digit per square.
- Children can rub out when an error has been made.

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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, a pen should be given. Only appropriate blue ink handwriting pens can be used.
- Children will not use biro or gel 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 except for 'Green Pen' for corrections.
 - Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.

Handwriting

- Handwriting will be taught on a regular basis with a focus on correct letter formation progressing to cursive handwriting.
- Handwriting books will be used for this.

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 fluid is not to be used.

Dating work

- Date written on the right and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. *16.03.03*
- All other work has the long date, e.g. *Monday 8th September*

Learning Objective

- Title to indicate work content – usually the learning objective
- Title underlined with a ruler.
- This will be written in all books and underlined in either pen or pencil, depending what they are using.

Maths Books

- Only pencil to be used.
- Children to use 1 digit per square.
- Children can rub out when an error has been made.

Care of Books

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

Years 5 and 6

Equipment

- Children still need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well a pen should a be given. Only

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appropriate blue ink handwriting pens can be used (except for 'Green pen for feedback and corrections).

- Children will not use biro or gel pen.
- Only Pencil Crayons will be used in exercise books.
- All maths work will be completed in pencil except for 'Green Pen' for feedback and corrections.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.

Handwriting

- Handwriting will be taught on a regular basis for children who are not forming and joining letters correctly.
- Handwriting books will be used for this.

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 fluid is not to be used.

Dating work

- Date written on right and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 16.03.03
- All other work has the long date, e.g. Monday 8th September

Learning Objective

- Title to indicate work content – usually the learning objective.
- Title and date underlined with ruler.
- This will be written in all books and underlined in either pen or pencil, depending on what they are using.

Maths Books

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

Care of Books

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

To be Reviewed Summer 2019