

## Presentation Policy

### Introduction

#### **Mission Statement**

Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best we can be.

#### **Rationale**

The purpose of this policy is to support school improvement and the raising of standards of achievement and attainment for all pupils.

At St John of Beverley Primary School, all pupils are encouraged to take pride in their work and present it as well as they are able. All work is expected to be presented in a writing style relevant to the pupil's age and stage of development and consistent with the school's chosen style.

#### **Aim**

The purpose of the policy is to ensure there is a consistent approach towards the presentation of work throughout the school. Children should be aware of the standards expected of them. All children should feel a sense of pride in the way that their work looks as well as in the content of it.

As well as written work being of a high standard, pupils and staff should ensure that presentation through the school is of a high standard, for example by keeping classrooms and shared areas neat and tidy and taking good care of school resources. Displays should be well-presented and up to date.

#### **Whole school Guidelines**

- Handwriting is taught using the agreed school style in all classes. The focus of the lessons is letter (and number) formation and joining letters.
- Work of a high standard of presentation is displayed in classes as a good example.
- Work of a high standard of presentation is rewarded in line with school policy.
- All pieces of work should have a date and a learning objective.

- All dates and LOs should be underlined with a pencil and ruler.
- The short date should be used for Maths and the long date for all other subjects.
- All straight lines should be drawn with a pencil and ruler.
- In Maths books, children should use 1 number for 1 square.
- All drawings should be done with a pencil and shaded with coloured pencil.
- Pencils should be sharp.
- Any mistakes should have 1 pencil line drawn through them neatly with a ruler.
- Rubbers can be used at staff's discretion.
- Examples of how to present work are displayed in classes as a clear visual prompt.
- Examples of staff's handwriting should be seen in classes as a good example of the school style.

#### Foundation Stage

- All work and observations will be dated by FS staff.
- Children will always write in books with a pencil.
- Children will be taught to use correct letter formation.

#### Key Stage 1

- Correct letter formation and how to join letters will be taught and emphasised.
- All work will have a date and learning objective. In Year 1, stickers may be used as the children work towards writing this independently.
- Children will always write in books with pencil.
- Children should draw a straight line with a pencil and ruler after their last piece of work.
- Mistakes should have 1 straight line drawn through them with a pencil and a ruler.

## Key Stage 2

- Correct letter formation and how to join letters will be taught and emphasised.
- Children will work towards earning their pen licence. Once children can write neatly with joined letters, they can use a Handwriting Pen for written work.
- Maths work and drawing should always be done with a pencil.
- Children should draw a straight line with a pencil and ruler after their last piece of work.
- The date and Learning Objective should be written underneath and underlined.
- Mistakes should have 1 straight line drawn through them with a pencil and a ruler.

Policy Drafted by	Rebecca Monkman
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