



Presentation Policy, reviewed May 2016

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, House Points, weekly presentation award Headteacher awards)
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. peer assessment, editing work
- Pencils or crayons should 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.
- Writing should be always be on every other line.
- No rubbers to be used in classes except for graph or shape work in maths

Literacy Specific.

Paragraphs will be indicated with an indent in all pieces of extended writing.

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 for each new piece of work, unless they have only used a couple of lines on the page OR they are completing a piece of work.

Monitoring

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

- Work Scrutinies
- Lesson Observations
- Pupil interviews

Inclusion

Where a pupil has an identified area of weakness for example a lack of fine motor skills then their One Plan will indicate the support they will receive in class to adhere to this policy.

Pupils with One Plans might not be expected to write the full date or Can I statement by themselves as meeting the learning objective has to be the top priority. Interventions will be put in place through the One Plan to support them being able to meet this policy independently.

Years 3 and 4

Equipment

- Unless there is a specific reason why not ,ALL children will write in pen in literacy, spelling and handwriting lessons. The type of pen may vary and can be either blue or black. If a child does not maintain neat handwriting they will lose their pen for one week.
- In the summer term of Year 2 all pupils will receive a maths and literacy book which they will use as part of transition and bring with them into Year 3.
- 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.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Margins will be drawn neatly in all maths books using a ruler.???????
- Children will use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.
- Handwriting and spelling 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

- The short date is used in maths and the long date the day date and month is used in literacy. Teachers are expected to check that this is spelled correctly with capital letter where appropriate.

Can I Statement

- Title to indicate work content – usually the learning objective
- Title underlined with a ruler.
- Self assessment where appropriate to be completed next to the Can I statement according to the marking , assessment and recording policies.

Maths Books

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

Careof Books

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

Years 5 and 6

Equipment

- Unless there is a specific reason why not , ALL children will write in pen in literacy, spelling and handwriting lessons. The type of pen may vary and can be either blue or black. If a child does not maintain neat handwriting they will lose their pen for one week.
- 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
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis for children who are not forming and joining letters correctly.
- Handwriting and spelling 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

- 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*

Can I Statement

- Title to indicate work content – usually the learning objective
- Title underlined with a ruler.
- Self assessment where appropriate to be completed next to the Can I statement according to the marking , assessment and recording policies.

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.

Consistently good presentation rewards

- Perfectly Presented certificates
- House Points
- Work displayed on presentation board.