



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



PRESENTATION POLICY

'Together With God, Making Learning a Life Long Friend'

Aims and objectives:

- To create a clear and consistent set of guidelines for the presentation of children's work.
- To establish high expectations and pride in presentation of work.
- To enable children to recognise work that is presented to a high standard.
- To motivate each individual to present their work in the best possible way.

Planning and Provision:

It is important to have a consistent approach to presentation throughout all subjects in the curriculum. St Anne's presentation policy is as follows:-

- From Year 2 upwards, the worded date is written on the left hand side of the page in English books- Monday 16th October, 2017.
- In all other books, the date is written numerically- 16.10.17 or 16/10/17
- A learning label is used in English, which must be stuck neatly in the book.
- A blank line is left between the date and the title line.
- The title is on the left of the page
- The date and title are underlined with a ruler.
- Pupils miss a line after the title before starting to write, next to the margin.
- Handwriting should be written neatly on the lines, where appropriate.
- Question numbers are written in the margin.
- Erasers are used sparingly. Where possible, incorrect work is visible so that errors or misconceptions can be identified. Mistakes should be crossed out using one ruled line.
- Diagrams are drawn in pencil.
- Blue handwriting pens are used when writing in pen.
- Handwriting pens will be given to children in Key stage 2. This is phased in when the children are ready to use them via a pen license. Children should only use school pens in their exercise books. Pen licenses may be revoked if presentation falls below the required standard.
- Cursive handwriting is used, where appropriate.

- Children are encouraged at all times to write in their neatest joined handwriting and to take pride in their work.
- Pencil cases should be kept in children's individual desks (Y5/6) and in children's lockers (Rec-Y4) throughout the day (and not on desks) and only used when permission is given by the teacher, for specific projects.
- Felt tips are not permitted in exercise books.
- A list of all exercise books (colour, size, lines, squares, order numbers) used is kept in the main office.
- All classrooms should display the cursive script poster.
- Worksheets should be used sparingly. Where used they should be cut down to fit neatly in the books.
- A child should not write or draw anything on the covers of exercise books.

Presentation in Mathematics

- All maths work is recorded in pencil.
- Question numbers are identified with a circle, leaving a space between question number and any further work.
- All lines and diagrams are drawn in pencil, using a ruler where appropriate.
- Each digit should be recorded in a separate box.
- Any corrections should be written as a new calculation

Role of the Teacher:

Teachers are the most important role model for presentation and high expectations.

- All handwriting which is on display for the children - on the interactive whiteboard, books, flip charts, display - will be cursive joined, legible, consistently formed and neat, when appropriate.
- All children's work is marked using the agreed marking policy.
- When sticking work/labels/headings in books, ensure they are straight and cut neatly to size.
- If a child is away absent, staff ensure that their exercise book is marked with 'absent' and the date recorded.

Equal Opportunities:

Left-handedness does not automatically equate with problems, but it helps to remember that left-handed children have different needs from right-handers.

It is important that left-handed children can see what they are writing. They should sit where elbows do not bump right-handers and where they are not in their own shadow.

Resources:

This policy should be read in connection with the school's 'Marking Policy' and 'Handwriting Policy'.

Monitoring and evaluation:

The Senior Leadership Team will collect examples of children's work on a termly basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Approved:	Summer 2020
Review Date:	Summer 2022