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 11th September, 2026, unless a Learning label is being used.
- In all other books, the date is written numerically- 11.9.26 or 11/9/26
- 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.
- Blue pens will be given to children in Key stage 2. This is phased in when the children are ready to use them. Children should only use school pens in their exercise books. Pens 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 are not required. Year 6 are ale to bring pencil cases to school as part of their 'getting ready for High School' year.
- 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.
- 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:	30.9.2026
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