



ST PAUL'S

Church of England Primary School

We are a Christian School and
we value being:
Encouraging and challenging;
Brave and kind;
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'.

We are all equally important, listened to and loved by God

Presentation Policy

1. Aims

To establish high expectations and pride in everything we do – both of ourselves and of the children.

To create a clear and consistent set of guidelines for the presentation of children's learning.

2. Objectives

- ♦ To motivate each individual to present their work in the best possible way.
- ♦ To enable children to recognise work that is presented to a high standard.
- ♦ To ensure each child knows the standard of presentation that is expected of them.
- ♦ To create consistency in standards of presentation across the school.

3. Expectations for Teaching Staff

- ♦ Adults must remember that they are the most important role model with regards to presentation and high expectations. Use the resources available to you e.g. metre rulers, lines and grids on the whiteboard to model good practice.
- ♦ All handwriting which is on display for the children – on the whiteboard, books, flip charts, display – should be legible, consistently formed and neat. This should reflect the stage the children are expected to be at related to the National Curriculum and Early Years Framework.
- ♦ All children's work must be marked in green following the agreed school marking policy.
- ♦ When sticking work/labels/headings in books ensure they are straight and cut to size.

4. Expectations for Children

Use of pencils and pens

- ♦ Pencils should be used in all maths books and in draft work if appropriate.
- ♦ Pencils should be sharp. Writing in blunt pencils is not acceptable as this creates poor presentation of work.
- ♦ Margins in books and on paper should be drawn in pencil if required.
- ♦ All line drawings, tables and shapes in books should be drawn in pencil with the exception of underlining the date and learning objective in English books, if a handwriting pen has been awarded.
- ♦ Pens should be used for written work as soon as possible from Year 5 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent. (See Handwriting Policy).
- ♦ Only the agreed blue school handwriting pens should be used by the pupils to write. No ballpoint, biros or felt pens should be used.
- ♦ Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.
- ♦ When children are sticking their own work in, they should only fold the sheet once if required.

Expectations for Handwriting

- ♦ The school has an agreed detailed handwriting policy. This outlines the expectations with examples of handwriting throughout the school.
- ♦ All teachers are expected to follow the school's policy for handwriting.

Expectations for Layout

- ♦ The date is written in full in all books apart from maths books where it is written numerically, e.g. Tuesday 10th May 2022 or 10.05.22
- ♦ The date is written in the top right hand corner of the page.
- ♦ The date must be underlined with a single line using a ruler.
- ♦ At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Do not leave a blank page.
- ♦ If a mistake is made, one neat line (using a ruler) is to be drawn through the mistake – do not over-write or scribble.
- ♦ Rubbers / erasers may be used but teachers need to judge as to if this negatively impacts on the presentation of the pupils work. If it is judged to make the work untidy, then using a single line (as above) is preferred.
- ♦ Write on the line.
- ♦ Pupils are expected to use line guides when using plain paper to undertake written work. When this work is for display purposes a border should be considered.
- ♦ Pupils should use a purple pen to edit their work or respond to marking.

Layout in Mathematics

- ♦ All work in maths books should be completed in pencil only.
- ♦ Each page must have a margin on the left hand side.
- ♦ The previous piece of work should be ruled off using a ruler.
- ♦ The date and the title should be underlined with a pencil
- ♦ All digits must be written neatly and clearly with one figure to each square.
- ♦ Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- ♦ Pupils should use a purple pen to edit their work or respond to marking.

5. Presentation Checklist

A presentation checklist should be clearly displayed in all classrooms. This should be a point of reference for both the teacher and pupil as to what the expected standard of presentation should be (See appendix A). This checklist should be a source of reference for what the expectations are with regards to presentation for both the pupil and teacher.

6. Unacceptable Presentation

- ♦ Any type of drawings, doodles or unnecessary mark making on exercise books is unacceptable.
- ♦ Scribbling out work is deemed as unacceptable.

7. Early Years Foundation Stage

- ♦ Staff observations in the pupils' learning journeys shall be written in green pen.
- ♦ When children are in focused groups for higher level writing, work shall be marked with a green pen and in accordance with the whole schools' marking policy.
- ♦ No rubbers / erasers are to be used by children in the EYFS. Children are instead expected to only highlight a mistake by putting a single line through it.
- ♦ A sharp writing pencil is used for writing activities.
- ♦ In nursery children are encouraged to use a pencil for writing and mark making activities.

- ◆ Children in EYFS will begin to write using a range of lined paper formats.
- ◆ Where children wish to draw their own lines to write on or for labelling pictures, they will be prompted to use a ruler to draw the lines with adult support.

8. Outcomes of Presentation Policy

- ◆ Children of all abilities are able to present their work to their highest possible standard supporting their confidence and self-esteem.
- ◆ There is consistency across the school in terms of the standard of presentation expected.

9. Monitoring of Presentation Policy

- ◆ The Senior Leadership Team and Subject leaders shall monitor the implementation of the policy to ensure that the standard of work produced is consistent with the policy. Feedback will be given individually to teachers.

10. Policy Review

This policy shall be reviewed every three years or sooner if deemed necessary.

Headteacher Signature _____

Date _____

Chair of Governors Signature _____

Date _____

St Paul's Presentation Checklist

I have used a:

- ☐ sharp pencil **or** a blue handwriting pen (not maths)
- ☐ ruler to underline and draw a margin
- ☐ pencil to do any drawings or tables
- ☐ straight line to cross out any mistakes **or** a clean rubber to rub them out
- ☐ line guide to write on plain paper

My writing:

- ☐ is as neat I can possibly make it
- ☐ has letters that are the same size
- ☐ is written on the line and not through it
- ☐ has been corrected using a purple pen

I have remembered to:

- ☐ underline my last piece of work
- ☐ write the date at the top right hand corner
- ☐ miss a line and stick in or write my learning objective

In my maths work I have:

- ☐ used a pencil for all my work
- ☐ drawn a margin
- ☐ written digits and symbols clearly with one to each square
- ☐ left a clear square between each calculation (horizontally and vertically)

At the end of the lesson my work is:

- ☐ completed to the best of my ability
- ☐ stuck neatly in my book (if on a sheet)
- ☐ something I am proud of