



St. Paul's
C of E 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

Date of publication: September 2026

Review date: September 2028

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 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 are the most important role model with regards to presentation and high expectations.
- ◆ All handwriting which is on display for the children should be legible, consistently formed and neat.
- ◆ 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 sharp.
- ◆ Pencils should be used in all maths books throughout the school.
- ◆ Year 5 pupils work towards earning a handwriting pen.

- ◆ All Year 6 write in pen.
- ◆ All drawings, tables and shapes in books should be drawn in pencil.
- ◆ Only the agreed blue school handwriting pens should be used by pupils.
- ◆ Purple pens are to be used in response to the teacher's marking and for self-marking.
- ◆ Highlighter pens can be used by teacher discretion.

Expectations for Layout

- ◆ The date and learning objective are displayed or written in all books.
- ◆ The date is written in the top left-hand corner of the page.
- ◆ In KS2, the date and learning objective must be underlined with a single line using a ruler.
- ◆ When children are sticking their own work in, they should only fold the sheet once if required.
- ◆ If a mistake is made, one neat line is to be drawn through the mistake – do not over-write or scribble.
- ◆ Rubbers may be used at a teacher's discretion.
- ◆ Pupils are expected to use line guides when using plain paper to undertake written work.

5. Presentation Checklist

A presentation checklist should be clearly displayed in all KS1 and KS2 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).

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. Outcomes of Presentation Policy

- ◆ Children will present work to their highest possible standard and feel proud of their work.
- ◆ There is consistency across the school in terms of the standard of presentation expected.

8. 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.

9. Policy Review

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



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Presentation Checklist

I have used a:

- ☐ sharp pencil **or** a blue handwriting pen.
- ☐ ruler to underline.
- ☐ pencil to do any drawings or tables.
- ☐ straight line to cross out any mistakes.
- ☐ purple pen to self-mark or make corrections.

My writing:

- ☐ is as neat as I can possibly make it.
- ☐ is written on the line.
- ☐ has been corrected using a purple pen.

I have remembered to:

- ☐ write the date at the top left-hand corner.
- ☐ write or display in the learning objective.

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.