



## **Presentation Policy**

Policy written – November 2018

To be reviewed – November 2021

## **Presentation Policy**

### **Purpose**

The purpose of this policy is to ensure a consistently high standard of presentation across the federation which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each year group / 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. It is the responsibility of all staff to ensure children adhere to the presentation policy, not the responsibility of the children.

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 / Dojos).
- Sharing of good work in celebration assembly.
- 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 and gel pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. green pen for marking self-evaluation and responding to marking.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing or doodling on covers, the inside covers of books or in books.
- No doodling on pages in books or on covers.

### **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 when there are only a few lines left, otherwise they rule off and use the same page.

### **Monitoring**

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

- Work Scrutinies
- Standard's Reviews
- Lesson Observations
- Pupil interviews

## Garden Class Expectations

Reception		Year 1	Year 2
Date – English	Work will be dated by an adult	Autumn - will write the day of the week (this reinforces basic key words). Adults will write the number date. Spring / Summer – will write the full date e.g. <i>Monday 8<sup>th</sup> September 2018</i> .	The longer date is used, e.g. <i>Monday 8<sup>th</sup> September 2018</i> .
Date – Maths / Topic		The short date is used, e.g. <i>08/09/18</i>	
Equipment	<ul style="list-style-type: none"><li>- Children will always write in pencil in books.</li><li>- Pencil Crayons will be used in exercise books.</li><li>- Felt pens will only be used on sheets of paper.</li></ul>	<ul style="list-style-type: none"><li>- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.</li><li>- only Pencil Crayons will be used in exercise books.</li><li>- Felt pens will only be used on sheets of paper</li><li>- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams and labelling.</li></ul>	
Responding to Marking / editing		Green pen will be used	Green pen will be used
Learning Objective	Where appropriate, adults will add the learning objective.	<ul style="list-style-type: none"><li>- Autumn - Children will begin to write the LO.</li><li>- Summer – Children will be writing the LO</li><li>- The LO may be stuck into the book but must be stuck in neatly</li></ul>	<ul style="list-style-type: none"><li>- Children will be writing the LO</li><li>- The LO may be stuck into the book but must be stuck in neatly</li></ul>
Staff Encourage / expect	<ul style="list-style-type: none"><li>- correct letter formation and left to right orientation</li><li>- to try and write in a straight line</li></ul>	<ul style="list-style-type: none"><li>- correct letter formation of both upper and lower case letters.</li><li>- Left to right orientation</li><li>- children to write in a straight line and on the line.</li></ul>	
Handwriting	Staff will emphasise correct letter formation through the regular teaching of handwriting Correct formation is reinforced all the time.		
Self-correction of errors		Rubbers will be used to correct errors.	Rubbers will be used to correct errors
Maths Books		Only pencil to be used Children to be taught to use 1 digit per square	
Care of Books	Children will not doodle on pages or on the covers of their books		
Pieces of Paper	Will be stuck neatly into books. No loose papers once used.		

**Meadow Class**

	Year 3 and 4	Year 5 and 6
<b>Date – English / Topic</b>	Date written on left (not in the margin) and underlined with a ruler. All English (except grammar) and topic has the long date, e.g. Monday 8 <sup>th</sup> September	
<b>Date – Maths / Grammar</b>	In maths and grammar the short date is used and underlined with a ruler, e.g. 08/09/18	
<b>Equipment</b>	<ul style="list-style-type: none"> <li>- Children will write in pencil.</li> <li>- Only Pencil Crayons will be used in exercise books.</li> <li>- Felt pens will only be used on sheets of paper.</li> <li>- All maths work will be completed in pencil except for 'green Pen' responding to marking.</li> <li>- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams and labelling.</li> <li>- Children will use guidelines if writing on plain paper.</li> </ul>	<ul style="list-style-type: none"> <li>- Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen, will a pupil use pen.</li> <li>- Children will write in black pen.</li> <li>- Pens will be used for selected pieces of work. This will improve the presentation of the editing process</li> <li>- Only Pencil Crayons will be used in exercise books.</li> <li>- Felt pens will only be used on sheets of paper.</li> <li>- All maths work will be completed in pencil except for 'Green Pen' RTM.</li> <li>- Children will be expected to use and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out</li> <li>- Children will use guidelines if writing on plain paper.</li> </ul>
<b>Responding to Marking / editing</b>	Green pen will be used neatly	
<b>Learning Objective</b>	<ul style="list-style-type: none"> <li>- Title to indicate work content – usually the learning objective.</li> <li>- Title and date underlined with ruler.</li> <li>- In Maths the LO may be stuck into the book along with the success criteria but must be stuck in neatly.</li> <li>- If using a text book the name and page number should be stated.</li> </ul>	
<b>Staff Expect</b>	<ul style="list-style-type: none"> <li>- correct letter formation of both upper and lower case letters.</li> <li>- cursive handwriting</li> <li>- Left to right orientation</li> <li>- children to write in a straight line and on the line.</li> </ul>	
<b>Handwriting</b>	Staff will emphasise correct letter formation through the regular teaching of handwriting Correct formation is reinforced all the time.	
<b>Self-correction of errors</b>	Rubbers will be used to correct errors	When writing in pen children will indicate an error with one neat line. Rubbers will be used to correct errors when using pencil.
<b>Maths Books</b>	Only pencil to be used Children to use 1 digit per square	
<b>Care of Books</b>	Children will not doodle on pages or on the covers of their books.	
<b>Pieces of Paper</b>	Will be stuck neatly into books. No loose papers once used.	

<p><b>English Presentation – Year 1</b></p> <p><u>Monday 8<sup>th</sup> September 2018</u></p> <p><u>L.O. – to use adjectives.</u></p> <p>We write in pencil and use a rubber.</p> <p>We only use colouring pencils in our books.</p> <p>We use green pens for corrections and RTM.</p> <p>We always form letters correctly.</p> <p>We always use a ruler to draw lines.</p> <p>We look after our books, any loose papers are trimmed and neatly stuck in.</p>	<p><b>Maths Presentation</b></p> <p><u>08/09/18</u></p> <p><u>L.O. – to count in 3s.</u></p> <p>We write in pencil and use a rubber.</p> <p>We only use colouring pencils in our books.</p> <p>We use green pens for corrections and RTM.</p> <p>We write one digit in each square.</p> <p>We always use a ruler to draw lines.</p> <p>We look after our books, any loose papers are trimmed and neatly stuck in.</p>
<p><b>English Presentation – Year 2/3/4</b></p> <p><u>Monday 8<sup>th</sup> September 2018</u></p> <p><u>L.O. – to use adjectives.</u></p> <p>We write in pencil and use a rubber.</p> <p>We only use colouring pencils in our books.</p> <p>We use green pens for corrections and RTM.</p> <p>We always use cursive handwriting.</p> <p>We always use a ruler to draw lines.</p> <p>We look after our books, any loose papers are trimmed and neatly stuck in.</p>	<p><b>English Presentation – Year 5/6</b></p> <p><u>Monday 8<sup>th</sup> September 2018</u></p> <p><u>L.O. – to use adjectives.</u></p> <p>We write in pencil and use a rubber.</p> <p>Sometimes we use a black pen, we cross mistakes out with one line.</p> <p>We only use colouring pencils in our books.</p> <p>We use green pens for corrections and RTM.</p> <p>We always use cursive handwriting.</p> <p>We always use a ruler to draw lines.</p> <p>We look after our books, any loose papers are trimmed and neatly stuck in.</p>