

Presentation Policy



Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each Key Stage which outlines the expectations and progression throughout school.

Application

These expectations are intended to apply to most 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.

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, classroom displays, gathering badges, Trackit Light points).
- Periodically reflecting on work from earlier in the year to celebrate the long-term progress that has been made.

General rules

- All drawings and diagrams should be in pencil.
- **Felt pens are not used in exercise books.**
- Gel pens should not be used in exercise books.
- **Coloured pens will only be used for specific reasons by children, e.g., green pen for feedback and corrections.**
- Pencil crayons can be used in exercise books.
- **One single line is used to cross out mistakes.**
- Absolutely no writing on covers or on the inside covers of books.
- **No doodling on pages in books or on covers.**
- Tippex and corrections pens are not used.

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.

In KS2, sentence stacking lessons in writing will always require a double page spread. If the following lesson only uses one page, the additional page should be used during feedback sessions for handwriting and grammar challenges.

Monitoring

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

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through:

- Work Scrutiny
- Lesson Observations
- Learning walks
- Pupil voice



Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that most children will be writing words independently and sentences by the end of Reception.

Dating Work	<ul style="list-style-type: none"> - Work will be dated by an adult
Writing Equipment	<ul style="list-style-type: none"> - Children will be encouraged to mark make in lots of different media (e.g., chalk, felt tips, whiteboard pens, pencils). - Children in Reception will use pencil to write in their writing and maths books. - Pencil Crayons may be used on work.
Learning Objective	<ul style="list-style-type: none"> - Adults will add the learning objective to work, linked to EYFS outcomes, and highlight objectives achieved in Reception writing and maths books. - Adults use Seesaw to record observations and 'in the moment' work in Learning Journeys.
Handwriting	<ul style="list-style-type: none"> - Children will be taught the formation of letters using Read Write Inc. - Children will initially write on plain paper and be introduced to writing on lines and work on forming letters of the correct size and orientation.

Key Stage 1

Equipment	<ul style="list-style-type: none"> - All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp. - Only Pencil Crayons will be used in exercise books. - Children can rub out any mistakes if done in pencil. - Children will be taught how to use a ruler to draw lines and label.
Handwriting	<ul style="list-style-type: none"> - Handwriting will be taught in line with the handwriting policy on a regular basis (see Handwriting Policy). The focus of these lessons will be correct letter formation to begin with progressing on to cursive handwriting following Read Write Inc.
Care of Books	<ul style="list-style-type: none"> - Children will not doodle on pages or on the covers of their books.
Indicating errors	<ul style="list-style-type: none"> - Children can rub out their work when using pencil.
Dating work	<ul style="list-style-type: none"> - Date written on the left and underlined with a ruler. - In Maths and English, the short date is used e.g 16.6.21. - In Year 2, when children are ready, the long date will be written in English books (e.g., Monday 16th June 2021).

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Learning Objective	<ul style="list-style-type: none"> - Learning Objective/Title will be displayed, underneath the date, on the left-hand side of the page. This must be stuck into books neatly if sticky labels are used. - Children will work towards writing the learning objective/title. Ideally by the summer term of Year 2 – earlier if possible.
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Key Stage 2

Equipment	<ul style="list-style-type: none"> - Year 3, 4 and 5 will be the transition time from pencil to pen. - Children still need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well a pen should a be given. - Only appropriate blue ink handwriting pens can be used (except for 'Green pen for feedback and corrections). - Only Pencil Crayons will be used in exercise books. - All maths work will be completed in pencil except for 'Green Pen' for feedback and corrections. - Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
Handwriting	<ul style="list-style-type: none"> - Handwriting will be taught in line with the handwriting policy on a regular basis (see Handwriting Policy). The focus of these lessons will be correct letter formation to begin with progressing on to cursive handwriting. Children will be taught how to write in a cursive style.
Care of Books	<ul style="list-style-type: none"> - Children will not doodle on pages or on the covers of their books.
Indicating errors	<ul style="list-style-type: none"> - Children will indicate an error with one neat line through work (children will need to be reminded how to do this). - Children will be allowed to use rubbers.
Dating work	<ul style="list-style-type: none"> - Date written on the left and underlined with a ruler. - In Maths the short date is used and underlined with a ruler (e.g., 16.03.20). - All other work has the long date (e.g., Monday 8th September 2022).
Learning Objective	<ul style="list-style-type: none"> - Title to indicate work content – usually the learning objective. To be written on the left-hand side under the date. A line must be left below the date before writing the learning objective. - Title and date underlined with ruler. - This will be written in all books and underlined in either pen or pencil depending on what they are using.

Date reviewed: February 2023