



Kennington Primary School Presentation Policy

<i>Reviewed by</i>	<i>Date</i>	<i>Signed</i>
<i>Head Teacher</i>	<i>October 2015</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>October 2016</i>	<i>S. Pritchard</i>
<i>Head Teacher</i>	<i>October 2017</i>	<i>S. Pritchard</i>

Purpose and aims

At Kennington Primary School we believe that it is important that children:

- Take pride in all the work they attempt.
- Present work in a manner appropriate to the subject, the purpose and the audience for which it is needed.
- Be taught presentation skills in a planned way, with progression and continuity across the whole school.
- Have high quality materials appropriate to age and need.
- Are encouraged to appreciate their materials and look after them.
- Are made aware of the expectations which should be appropriate to age and ability.
- Are positively encouraged to constantly achieve the standards set and be rewarded for their efforts.

Staff will:

- Teach children the skills required for presenting work.
- Encourage children to take a pride in their work.
- Remind children regularly of the expected standards.
- Use the guidance flexibly for children with SEN.
- Acknowledge and reward children's efforts.
- Set high standards of presenting work for children and in displays.

Guidelines

- The grid below should be used by all staff to ensure that high standards in presentation are consistent throughout school.

Kennington Primary School Progression of Presentation



DUMTUMS = Date, Underline, Miss a line, Title, Underline, Miss a line, Start.

	Writing Utensils	Exercise Books	Worksheets	Setting Out: Margins	Setting Out: Date & Title. DUMTUMS by Year 3	Setting Out: Ruling off	Setting Out: Other	Mistakes
Reception	Wide variety of media.			N/A	Teacher writes or stamps short date on front of work.	N/A	Writing on lines by the end of Reception	Erasers used at teacher's discretion.
Cherry	HB pencils (large if necessary)			Printed Margins in Writing books	Short date for all work. Dot format. Date to be right aligned. Long date from Summer Term in Big Write. Begin writing at margin.	N/A	No writing below the bottom line	Mistakes crossed out with a single line. Erasers used at teachers discretion.
Willow	HB pencils (large if necessary)				Short date for all work. Dot format. Date to be right aligned. Long date from Summer Term in Big Write. Begin writing at margin.	N/A	No writing below the bottom line	Mistakes crossed out with a single line. Erasers used at teachers discretion.
Beech	HB Pencil				Long date on Literacy and Big Write. Short date on Maths and others. Dot format. Miss line. LO on next line. Miss a line. Begin writing at margin. Start underlining after SATs	NA	No writing below the bottom line	Mistakes crossed out with a single line. Erasers used at teachers discretion.
Year 3	HB Pencil		Any worksheets used to be stuck into exercise books		Long date for Literacy and Big Write. Short date for Maths and others. Dot format. Right aligned. Miss a line. LO in middle of page on next line. All underlined. Begin writing at margin.	Before beginning new work, leave a line, rule off, leave a line, write new date. (Use a new page if there is only a quarter of a page left.)	No writing below the bottom line. All drawings, charts tables etc drawn in pencil. Ruler to be used for straight lines and underlining.	Mistakes crossed out with a single line. Erasers used at teachers discretion.
Year 4	HB Pencil							
Year 5	Blue when granted 'Pen License'							
Year 6	Blue pen							