



'Loving God in all we do'

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PRESENTATION POLICY

Overview

This document reflects St. Anne's values and philosophy in relation to presentation. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on expected standards.

Aims

1. 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.
2. 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.
3. Handwriting will be taught regularly in line with the handwriting policy.
4. 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, House Points, Star of the Week awards etc)
 - Sharing of good work in whole school assemblies

Strategies

- All drawings and diagrams should be in pencil. In KS2 labelling will be done in pen.
- Felt pens are not to be used in exercise books.
- Pencil crayons should be used in exercise books. Gel pens can be used in exercise books when appropriate.
- One single line using a ruler is used to cross out mistakes.
- No writing or drawing on covers or on the inside covers of books.
- In KS₁, rubbers are to be used by the class teacher only and in KS₂ when appropriate by teacher or child.
- Pencil will be used by all children till they reach Year 4. Year 4 will be a transitional year from pencil to pen. During this year, children will be encouraged to use a pen, but if they feel more comfortable using pencil they will be able to.
- Through KS₂, children will be taught when it is appropriate to use a pen and a pencil. Once children reach Year Five, they will be able to select the appropriate tool for the work being produced.

Guidelines of expected presentation throughout the school.

EYFS

- Work will be dated by an adult on the left of the page.
- Children will always write in pencil in books.

KS1

- The date will be written on the left of the page
- In mathematics the short date is used, e.g. 16.11.18
- In all other work the longer date is used, e.g. Monday 12th November.
- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Children will be taught how to use a ruler to draw lines, including underlining, drawing diagrams, labelling diagrams and crossing out mistakes.
- Children will work towards writing the title/learning objective by the **summer term in Year 1**.
- In their mathematics books, children will be taught to use one number per square.

KS2

- Date underlined with a ruler.
- In mathematics the short date is used and underlined with a ruler, e.g. 16.11.18
- All other work has the long date, e.g. Monday 12th November
- Year 4 will be the transition time from pencil to pen. Children will make this transition when they are ready under the guidance of the class teacher. It is recognised that children might find this transition difficult. Only appropriate blue handwriting pens can be used.
- All mathematics work will be completed in pencil with one number placed in each square.
- Children will be expected to use a ruler to draw lines, including underlining, drawing diagrams, labelling diagrams and crossing out mistakes.

Outcomes

The policy will be reviewed on a regular basis. The school leadership team will monitor presentation as part of their monitoring of standards across school.