

**St. Bridget's Primary School, Parton.
Presentation Policy
2022-2023**



At St. Bridget's we have high expectation for presentation of learning outcomes and encourage our children to take pride in their recorded learning. We also have high expectations and pride in our learning environment and in ourselves.

Application

These expectations are intended to apply to the vast majority of children in our school. However, exceptions will be made on an individual basis according to need. As pupils progress through the school they will be encouraged to develop an individual presentation style in their work in accordance with the expectations of the school.

Values

Pupils, parents, staff, governors and the community have a duty to help support the embedding of the school's Christian values and ethos. These are:

- Friendship
- Koinonia
- Creation
- Love
- Trust
- Justice

These values are demonstrated through the presentation policy in the following ways:

Friendship

- Adults and children will ensure that displays and classrooms are presented to support learning and are safe.

Koinonia

-Adults and children will support each other to present their work to the best of their ability.

Creation

-Adults will always look to praise positives and celebrate successes in work. Work will be shared with others in a variety of ways.

Love

-Adults should respect children's work and ensure that highlighting and written feedback is neat and legible. Next steps will be constructive and clear.

-Work of a high quality in terms of presentation as well as improved presentation work will be celebrated.

Trust

-Children will be encouraged and supported to keep trying to improve the presentation of their work.

-Pupils will feel safe to learn from mistakes made.

Justice

-Children feel that the presentation expectations are fair both for themselves and others.

Making it a reality

Staff will ensure that presentation is actively taught and promoted 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 a range of abilities of work with a high standard of presentation with regard to the context of the pupil Celebrating work with a high standard of presentation in whole class situations
- Ensuring good presentation is rewarded in line with the whole school behaviour policy.
- Recognising and celebrating when children are being good presentation role models and/or showing pride in themselves, in others and in their school

- Sharing of good work in whole school assemblies
- Contacting home with positive comments related presentation.

At St. Bridget's, Parton the children are encouraged to work to a high standard and as such great emphasis is placed on setting out work neatly and correctly. Throughout the whole school there is continuity and progression in terms presentation. The basic skills learnt in K.S.1 are built upon and reinforced in later years. The presentation guidelines laid down for each year group are the **ideal** and some children may be working towards achieving the ideal. This should be borne in mind when looking at any work the children offer.

There are certain strategies that are common to all year groups for presentation.

- Materials of the highest quality are used with the children.
- Loose paper is always cut on a paper cutter.
- Children do not write anything on the covers of their exercise books.
- Staff write to a high standard in the form of handwriting relevant to a particular year group on the blackboard and on worksheets.
- Work is displayed according to the guidelines given in the display policy.
- When using a green pen for self or peer editing or responding to feedback from adults in purple children will be neat.
- Pupils will be taught to cut and stick increasingly accurately throughout school and there is an expectation that this will be done independently and to the best of the child's ability when in books.

Mathematics presentation:

- Children work in squared paper maths books, appropriate worksheets or on squared paper (*the size of the squares, 7mm or 1cm, is relative to age and ability*).
- Work is in pencil unless the children have 'graduated' to handwriting pens. If pen is used all lines, graphs, charts, shapes, tables are drawn in pencil Tippex is not used by the children.
- No margin is drawn.
- Rulers are used for all underlining, but not for jottings such as number lines.
- Short date is used, for example 12-12-98 or 12/12/98 – underlined
- When WALT is recorded it is underlined.
- Each digit in a sum or equation is written in its own square.
- Titles and sentence answers are written in usual handwriting style not one letter per square.
- Sums/answers are numbered by a digit followed by a dot, for example 1.2.3.4
- Answers are not boxed even if the text book or worksheet shows an empty box for the answer.
- Generally, mistakes are crossed out by a single line drawn with a ruler. Progress should not be rubbed away with an eraser.
- A line of squares is left between each row of vertical equations.

English and Writing Book Presentation:

- There is WALT for each piece of writing.
- Children in KS1 Will use books with handwriting guidance lines.
- Children in KS2 who would benefit with support for handwriting will use books with handwriting guidance lines.
- The majority of children in KS2 use lined books with a margin for English work.
- Children are to write long, independent writing (hot writes) in their Writing book. Writing is to be double spaced and written only on the left-hand side of a double page. Pupils will self-mark in green pen before their teacher marks the work. The teacher will mark in red pen on the right-hand side of the double page. Pupils will respond to this feedback in purple pen.
- When appropriate pupils will underline age related expectations in identified colour matching the school criteria. This is particularly useful in hot writes.
- Long date is used, for example Wednesday, 3rd December, 1998 – underlined (age appropriate)
- WALT is written – and underlined (age appropriate)
- Miss a line.
- Title (if needed) is written - Underlined
- Miss a line.
- Numbers for answers are written in the margin with a dot after the digit, for example 1.2.3.

- Any mistakes are generally crossed out by a single line – no rubbing out of progress.
- Work is always in pencil up to Year 3 but as the children progress then school, children may earn a pen license. Biro's with blue ink should be used. If pen is used, all lines must be drawn in pencil with a ruler.

Presentation in Whole Class Reading

- Whole class reading is recorded at the back of the English books or in KS1 in a separate Whole class reading book. A coloured picture of the book studied is stuck in for the majority of pupils. Lower attaining pupils are provided with multiple choice answer sheets which are stuck in.
- Pupils write the short date for each session which is underlined – age appropriate.
- Miss a line.
- Numbers for answers are written in the margin with a dot after the digit, for example 1.2.3.
- Any mistakes are generally crossed out by a single line.

Presentation in other subjects:

- Dates and WALTs should be underlined with a ruler.
- There is the same expectation of presentation in foundation subjects as in Maths and English books.
- The use of the written language should be of the same quality in the foundation books as in English and writing books. Pupils should be encouraged to work on their Emergency Targets across the curriculum and to write to age related expectations.

Presentation in the School Environment

- Children will ensure that their trays are neat and tidy and emptied regularly.
- Children will ensure that their tables and shared areas are neat and tidy at the end of every day.
- Teachers will support children in knowing the expectations for neatness in their classroom.
- Staff will be good role models for the children.
- Displays of work and supporting material will be kept to a high standard.
- Cloakrooms will be kept neat and tidy; children will only bring bookbags and PE kits in small appropriate bags.
- We are all responsible for our whole school, so we will all make sure outside areas, corridors and toilets are kept neat and tidy, with equipment put smartly away.
- At dinner time we all eat carefully and smartly and try not to spill or drop anything on the floor.
- If we are packed lunch we take our rubbish home, so parents know what we have eaten.
- Children enter the classrooms and shared areas sensibly and quietly and show we are ready to learn, and staff will be in class or shared areas ready to receive the children.
- Children and staff move around school quietly and sensibly, showing respect for other classes or groups who are learning.

Monitoring

Presentation will be monitored by all staff on a regular basis. Some specific monitoring of presentation will be monitored by the leadership team and subject leaders through:

- Work scrutinies
- Learning walks
- Lesson observations
- Pupil interviews