St Peter's Catholic Primary School

Presentation policy

Policy	Presentation Policy
Date	September 2024
Date of review	September 2025
Signed Chair of Governors	Stephanie Sampson/ Sarah Adeyemi
Signed Headteacher	Clare Scott

We, the family of St Peter's, united in faith by God strive to learn and grow together.

Policy Statement on the Presentation of Children's work

General Points

- Clear and neat presentation is to be encouraged at all times.
- Pupils should not be expected to begin a new piece of work unless the previous piece has been marked.
- Drawings should be completed in pencil.
- Children should use colouring pencils or crayons in their books, not felt tips.
- Children should not draw or doodle on the cover of their books.
- Children should not draw in their books without permission.
- Improvements in presentation are praised and rewarded. Please send children to the HT/DHT.
- All work for display purposes should be neatly presented, and be the child's best effort. Work must not be photo copied for displays.

Key Stage 1 & 2

- Handwriting to be taught regularly using the Nelson Handwriting Scheme of work (regularly in Early Years, twice per week in KS1, once per week in KS2).
- Children are encouraged to join their handwriting from an early age.
- Teachers to always write the date and the learning objective on the board in joined handwriting from Year 2, in all books.
- Children should write the date in full in all books (by the end of Year 2), except in maths books, when the short date can be used.
- Always begin a new piece of work immediately under the last piece of work, drawing a line under the previous work with a ruler.
- If 5 lines or less left at the end of a page, start on a new page.
    - If starting a new page, write the date on the top line and underline in pencil (underline from Year 2).
    - Miss a line.
    - Write the title/learning objective on the next line and underline.
    - Miss a line.
    - Begin to write.
- For comprehension or grammar activities, begin each sentence on a new line.
- Only leave a line between sentences if asked to do so.
- If numbering sentences, write the question number in the margin, e.g. 1. Do not circle or put a bracket after the number.
- Always use a ruler to underline and to draw lines.

Using pen

- When children can form the joins accurately they will be given a pen to use by their teacher for handwriting practice.
- From Year 2, children can earn a pen at the discretion of the class teacher.
- By the end of Year 2, all pupils should be able to join letters consistently, and transfer joined writing to written work.
- From then, children are expected to join neatly and all written work should be completed in pen.
- All children will receive a pen at the beginning of Year 3 to write with. No child will write in pencil from LKS2 upwards, unless in exceptional circumstances.

Maths

- All Maths work is to be completed in pencil.
- Rubbers should be used for 'live' errors but not for mathematical errors. Corrections to be completed at the side or underneath.
- Set work out clearly so that it can be easily marked.
- Put one number in a square, including fractions.
- When children are writing, they do not have to put one letter in a box, encourage normal handwriting.
- When writing decimals, the decimal point should be written clearly on the line.
- Sheets are **not** to be stuck in books unless it is something the child is unable to write out for themselves, eg when measuring angles. Mastery or development questions may also be stuck in.
- The learning objective is to be written or stuck in books.
- Write the short date and challenge number and underline. Then miss a line, then begin.
- When the child begins a new challenge, they should write a new sub-heading.
- Always put the question number in a whole square.
- Discourage children from writing out all questions before completing any answers.

Presentation Rules.

DUMLUMS.

- Date

- Underline.

- Miss a line.

- Learning Objective.

- Underline.

- Miss a line.

- Start.