

# St Peter's Catholic Primary School

## Presentation policy



Policy	Presentation Policy
Date	September 2021
Date of review	September 2022
Signed Chair of Governors	<i>Eugene McCarthy</i>
Signed Headteacher	<i>Clare Scott</i>

*We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.*

## **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.

## 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.