POLICY

For

Presentation

September 2019	**September 2022**	**September 2025**
September 2020	**September 2023**	
September 2021	**September 2024**	

Striving for excellence, caring for all

Within a loving and caring Christian environment.

We believe that our policy will ensure high expectations of presentation, which in turn will ensure high standards. We are a 'Respect and Take Care' school and all staff, children are aware of this ethos and expectation.

As a RRS (Rights Respecting School – UNICEF) this upholds the following articles from the UNCRC (United Nations Convention on the Rights of the Child):

Article 29: Every child has the right to be the best they can be

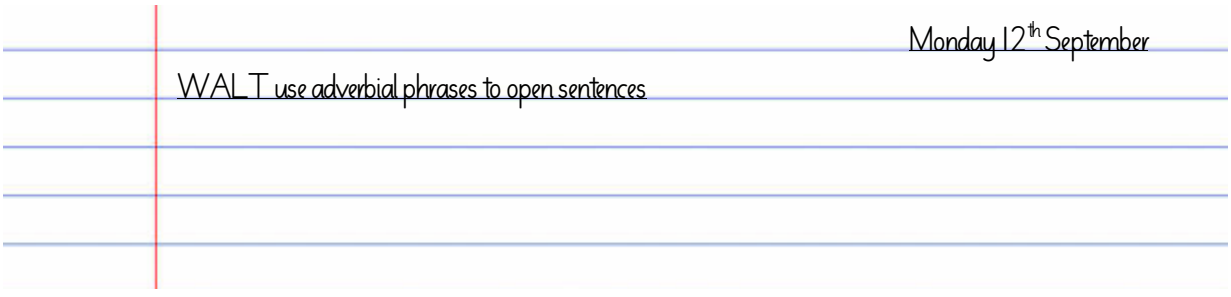
General Expectations

Teachers must always set good examples of presentation as a role model for expectations and high standards. They must maintain high standards for all pupils and expect pupils to meet them so that they can flourish and be the best they can.

- Pupils will use pencil for all maths work
- Pupils will use pencil for all other written work until the teacher judges the fluency, letter formation and style is developed enough for the use of a handwriting pen
- Biros, felt tips or other writing implements are not permitted, except in occasional circumstances when the children or teacher have decided to use them for a specific purpose
- Left-handed children can choose to use the most appropriate writing implement. A range of pencil grips are available and specialist writing implements can be purchased
- Rulers must be used for any underlining or for a straight edge, as in a margin or border
- Draft work, research and planning is not expected to be of the same standard of presentation as the final script, but teachers should always have a high expectation of work and work should always be readable and presentable
- Individual targets for presentation may be set if necessary
- Following a previous piece of work rule off
- Rubbers used under supervision and guidance of the teacher and at their discretion.
- KS2 pupils using pen cross out errors with one line (ruled). KS1 pupils should cross out errors with one line and not scribble out mistakes

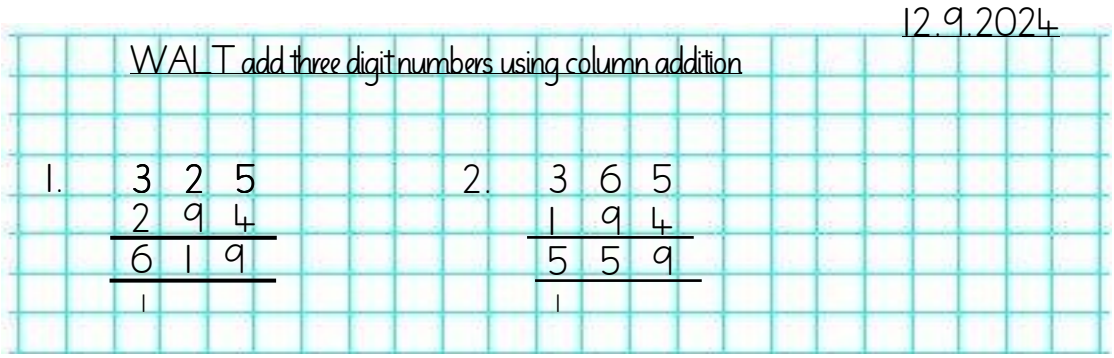
Exercise Books

- Always date work
- The title is generally an adaptation of the learning objective or enquiry question and underlined with a ruler. Adaptation to this can be made for children who require shorter versions
- Unless there is a specific need for an individual pupil to do otherwise the long date of day, date and month is written onto work
- Miss a line before starting the piece of work
- All numbers and letters to be written in the margin in KS2
- All diagrams in pencil- labels in ink if appropriate



Mathematics Books

- Always date work in numerical form e.g. 17.4.25
- The title is generally an adaptation of the learning objective and underlined with a ruler. Adaptation to this can be made for children who require shorter versions
- Model and encourage one digit or number per square and operation i.e. +, -, x, =
- Model and expect good presentation of calculations following a layout dictated by the teacher to encourage automaticity
- Children should be directed to work in their book on the squares provided rather than on blank sheets for calculations
- Model and encourage children to leave an appropriate space between calculation
- Calculation layout should be organised
- Show calculations wherever appropriate
- In KS2, if margins are drawn a ruler should be used



Work on paper

- Margins should be used, either one only on left hand side or on all four sides for a border effect, at the teacher's discretion. This can depend on how the child or teacher, or both by negotiation would like the work displayed
- Decoration (diagrams, pictures or patterns) should be encouraged to be completed carefully and appropriately
- The date should be written in words. These should not be written in the margin or border
- Line guides should be used. There are different ones to be used as appropriate
- When appropriate creative and individual presentation techniques are encouraged

Work on Display

- Any cross curricular links highlighted
- Make clear if it is homework
- Work should be mounted where appropriate
- Range of subjects displayed in classrooms and around the school
- Classrooms have English and maths Working Wall which reflects current learning
- Classrooms have a range of other engaging, creative and interactive displays from subjects across the curriculum
- Take Care writing displays in every classroom or just outside classroom
- Keep them in good condition. They should be a display of 'Take Care' learning