



Presentation Policy

Date: Autumn 2022

Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the children
- To create a clear and consistent set of guidelines for the presentation of children's learning

Objectives

- To motivate each individual to present their work in the best possible way
- To enable children to recognise work that is presented to a high standard
- To ensure each child knows the standard of presentation that is expected of them
- To share this information with parents on a regular basis

For Teachers

- To create consistency in standards of presentation across the school
- To provide a baseline for judging acceptable standards of presentation

Expectations for Teaching Staff

- Remember – you are the most important role model for presentation and high expectations! Use the resources available to you e.g. on the IWB – lines, grids to model good practice
- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined (following the Nelson Handwriting Scheme), legible and neat
- All children's work must be marked using the agreed marking policy
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- If a child is away, please ensure that their book is marked with 'absent' and write the short date

Expectations for Children

Use of pencils and pens:

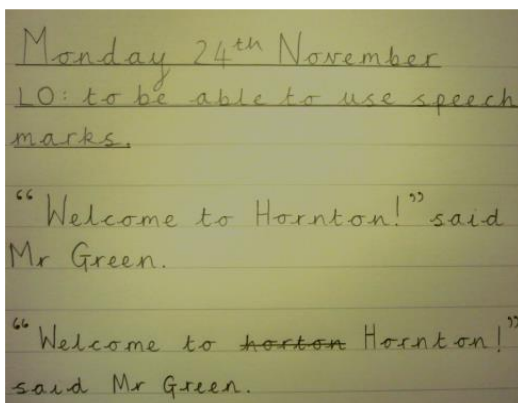
- Pencils should be used in all Maths books
- Margins in books and on paper should be drawn in pencil with a ruler
- Pens should be used for all written work (not maths) in Year 5 and Year 6
- In exceptional cases, where a child's handwriting is seen to be neat, fluent and consistently joined in line with the Nelson Handwriting Scheme, children from Year 2 - Year 4 can earn a pen licence, which will be reviewed at the beginning of each year by the Head Teacher
- No ballpoint, biro or felt pens should be used
- Felt pens should not be used in exercise books for underlining or illustrations, although they can be used on paper at the teacher's discretion

Expectations for Handwriting

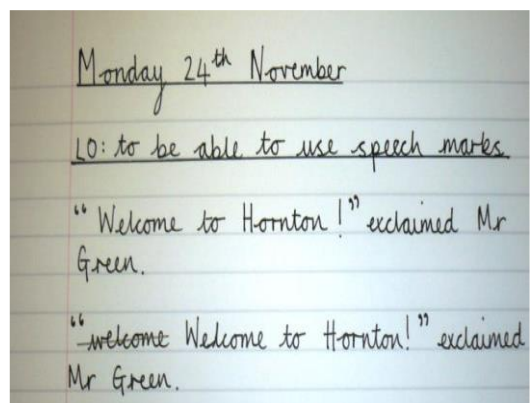
- Nelson Handwriting script is taught from Foundation Stage and developed through the school with the expectation that by the time children leave Key Stage 1, most children will be writing in joined script
- Children are taught to use the right size letters– (ascenders, descenders and capital letters to be the correct height)
- In Foundation handwriting is taught as an integral part of spelling and phonics lessons
- In KS1 and KS2 handwriting is taught weekly (ranging from 1-3 sessions per week depending on the Year Group's needs)
- Good examples of handwriting from the children is displayed on the 'Happy handwriting Board' as a reference for others.

Expectations for Layout

- The long date is written at the top and then the Learning Objective (LO) is written/stuck in on the next line
- The date and Learning Objective must be underlined using a pencil and ruler
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line (no blank pages to be left)
- Miss a line under the LO and write next to the margin
- Leave one line between each paragraph
- If children make a mistake, draw one neat line, using a ruler, through the mistake and start again –no rubbers to be used
- Write ON THE LINE to the end of the line. Do not write in the margin.



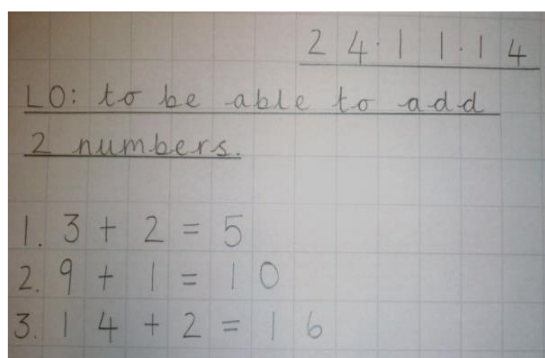
KS1 Presentation



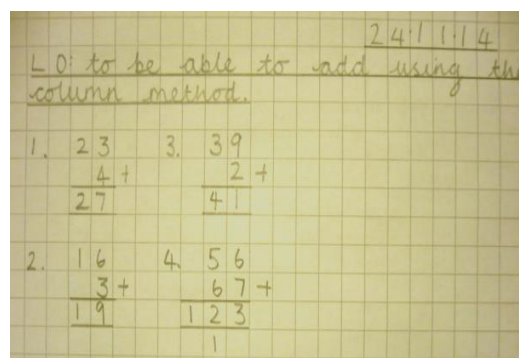
KS2 Presentation

Layout in Mathematics

- If appropriate, pages can be divided into two with a ruled line
- The short date is written on the right hand side of the page (the LO/title and page number, if appropriate, should be underlined)
- All figures, this includes all mathematical signs and symbols, must be written neatly and clearly with one figure to each square
- Each calculation must be clearly numbered to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left in a separate column



KS1 Presentation



KS2 Presentation

Outcomes of Presentation Policy

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem
- There is consistency across the school in terms of the standard of presentation expected
- Progression in presenting work between each class is evident and understood by all children and adults

Monitoring of Presentation Policy

The Senior Leadership Team will collect examples of children's work on a termly basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.