



PRESENTATION POLICY

Aims

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. It will ensure expectations are raised by all staff and engender in all children a sense of pride in themselves and their work.

General Points

- Children should be encouraged to maintain a high standard of presentation at all times
- Children should all be aware of the standards expected of them and know that this will apply, whoever is taking the class.
- Both sides of the paper should be written on and each page filled before turning to the next.
- Each piece of work must be dated. As a model for this the teacher should write the date on the board. The short version of the date, with “dots”, i.e. 24.11.09, or ‘slashes’. i.e. 24/11/09, is to be used in Maths books, but the long version in all other subjects. Most children should know how to spell the days of the week and months of the year by the end of Year 2. The date should be underlined using a ruler in KS2.
- Each piece of work should have a Learning Intention modelled on the board by the teacher. This should be started on the left hand side, and for KS2 underlined using a ruler and pencil. Children in FS and Y1 will be provided with this learning intention on their task sheet or a sticker. Children in Y2 will start to write this learning intention for themselves. Children with writing difficulties throughout the school may also be provided with the learning intention
- Children should leave a line between each paragraph, and after the date and Learning Intention in KS2.
- Children should see good handwriting models using pre-cursive/cursive style. It is essential that all teachers take care in modelling good handwriting, both on the board and in books.
- The use of rubbers should be discouraged through KS2, in order to reflect the process of improving work. Mistakes should be crossed out neatly using one line. The correct version should be written on the same line or above the mistake, wherever is most appropriate.
- Tipp-ex and ink erasers are not allowed. Erasable pens are not to be used during the drafting process.

- Purple pencil (FS/KS1) and pen (KS2) should be used by the children for improvement. Refer to the marking section of the Assessment Policy.
- The use of pen or pencil is determined by the guidelines set out below:

Guidance for the Use of Pens:

- a) When a child has reached the stage where their letters are well formed and they can join correctly, they may begin to write using a blue handwriting pen, for all subjects except Maths in Year 2 and Year 3.
 - b) Children in Year 3 should all use handwriting pens for handwriting practice sessions, even if they are pencil writers normally.
 - c) By the end of Year 4, all children should be writing with handwriting pen, for all lessons except Maths.
 - d) Children in Year 6 may write with cartridge pens, at the discretion of the class teacher.
 - e) Ballpoint pens/biros may not be used at any point, including home learning. The exception to this is children in EYFS, who should simply be encouraged to write with any medium.
- Work for displays around the school should be presented as a “best copy”, unless it is the process which is being displayed.
 - Book labels must be printed, with the child’s name on.
 - A child should not write or draw ANYTHING on the covers of any exercise books, name labels or trays.
 - A child should not “doodle” or in any other way mark any of the pages in their exercise books.
 - Felt tip pens and gel pens should not be used in any exercise books, but may be used for work on paper
 - Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch. If a plain page is needed this must be trimmed before being neatly stuck in.
 - Refer to Appendix B for a list of subjects and the appropriate exercise books to be used.
 - Question numbers should be recorded in the margins with brackets, not dots.

Specific Subjects

Mathematics

- Maths work is to be recorded in pencil.
- ALL lines should be drawn with a ruler, this includes answer lines for all calculations, tables, graphs and all straight sided shapes.
- For those children using column methods for recording, each digit should be written in a separate box to assist with understanding place value.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line. (Refer to Calculations Policy)
- Calculations which involve decomposition should see the digit remaining after exchange being written in the top left corner where the original digit appeared. This should also be smaller than usual.
- Margins should not need to be drawn in maths books.

All other subjects

- Rulers must be used for any diagrams that need straight sides represented.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in ink if appropriate.
- Any colouring directly into books should be done using colouring pencils.

