



## St Bede's RC Primary School

### Presentation Policy

Agreed by the Governing Body on	Spring 2020
Review Date	Spring 2023
Person Responsible	Head Teacher

## **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 both children and staff 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.

## **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. lines and grids on the Interactive Whiteboard to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, in books, flip charts, display – should be cursive, legible, consistently formed and neat.
- All children's work must be marked in line with St Bede's RC Primary School marking policy.
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- When sticking work/labels/headings in books ensure they are straight and cut to size. Work must not be stuck on the back of exercise books.
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- If a child is away please write the date, WALT and 'absent'.
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- 'Join it' cursive writing is to be used on worksheets/WALTs stuck in books.

## **Expectations for Children**

Use of pencils and pens

- Pencils should be used in all Maths books and in draft work if appropriate.
- Pencils should be used for written work in EY and Key Stage 1.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.
- Pens must be a blue ball point pen. These are provided by school.
- Felt pens should not be used directly in exercise books at all.
- Letters should be of the right size and formation.
- Children should be encouraged to write their own date and WALT as soon as they are able to do this where the teacher judges the child capable of this.

## **Expectations for Layout**

- The date is written in full in all books apart from Numeracy books where it is written numerically.
- The date must be written next to the margin and underlined with a single line using a ruler.
- A line should be missed after the date and the title should be written next to the margin
- The title should also be underlined with a single line using a ruler.
- Miss a line under the WALT and start at the margin.
- To indicate new paragraphs, children should move onto the next line and begin writing after an indent.

- o If a mistake is made, one neat line using a ruler and a pencil is to be drawn through the mistake – do not over-write.
- o Write ON THE LINE. Do not write in the margin unless completing margin marking.

### **Layout in Mathematics**

- o All figures must be written neatly and clearly with one figure to each square.
- o Each calculation must be clearly numbered to distinguish it from working figures.
- o There should be at least one clear square between each calculation, both horizontally and vertically.
- o When using vertical/column layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column. o Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.

If a piece of work is not completed to the highest quality then children will need to start the work again on a new page.

If any of the books provided by the school are defaced or ripped purposely a letter will be sent home and a new exercise book will need to be purchased by the parent/carer.

### **Classroom Organisation and Resources**

- o Classrooms should be neat and tidy.
- o All tables should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils etc.
- o Each room has wipeboards available for all the children with lines and without.
- o Children and staff should check the floor and other surfaces before leaving the room e.g. at break time for spare equipment
- o Children should be encouraged to tidy the classroom after every lesson

### **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 monitor presentation as part of book scrutinies and lesson observations. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

This policy will be reviewed every 3 years.