



# Ightham Primary School

## Presentation Policy

Next Review Date	December 2022
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## 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.

Please refer to the school Handwriting Policy and SEN Policy alongside this policy.

## 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.

## Outcomes of Presentation Policy

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

## For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.
- To model excellent presentation through marking, classroom environment and when using the whiteboard.
- To monitor standards of presentation in books across the year group.

## Expectations for 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 excellent practice.
- In EYFS, KS1 and KS2, all handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – must be legible, consistently formed and neat.
- When sticking work/labels/headings in books, ensure they are straight and cut to size. No pieces of paper should stick out of the sides of the book. Worksheets should only be used when they enhance the learning for the child e.g. scaffolding for a SEN child or to clearly evidence progress within a specific lesson (e.g. a photograph).
- Targets for reading, writing and maths will be stuck into the relevant exercise book at the beginning of terms 1, 3 and 5. Targets will be reviewed at the end of terms 2, 4 and 6. Targets will also be clearly displayed in the classroom.
- In Key Stage 1, Learning Objectives will be typed and stuck into the children's books prior to each lesson.

## Expectations for Children

### Use of pencils, pens and rubbers

- Pencils must be used in all Maths books.
- 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 blue handwriting pens. No ballpoint, biros or felt pens should be used.
- Pencils must be HB.
- 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.
- Children across the school will have stationery provided for them.
- Rubbers may be made available by the class teacher in Maths, Art and for writing for displays at the teacher's discretion to rub out mistakes e.g. on graphs that cannot be easily crossed out. Rubbers should not otherwise be used. Mistakes must be crossed out with a single pencil line using a ruler.
- The use of a fountain pen is to be encouraged in Y5 and Y6 once a pupil is using a handwriting pen successfully.

### Handwriting

Please read our handwriting policy alongside this policy.

- Teachers must follow the agreed scheme for teaching handwriting which is Nelson.
- Use the right size letters – capital letters at the start of sentences and for proper nouns.
- Bubbles in place of full stops or dots above the letter 'i' are not acceptable.
- If the date or WALT is written on the top line of a page, the letters must be the same size as the rest of the work further down the page.

### Classroom Organisation and Resources

- Children must have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils, books.
- Each room has mini whiteboards and whiteboard pens available for all the children.

### Monitoring of Presentation Policy

- Regular work scrutiny by staff, including subject leaders, will ensure the policy is being adhered to.

### Layout in Mathematics

- The previous piece of work should be ruled off with the date written in figures on the line below.
- The date and the title should be underlined.
- Write the short date i.e. 17.12.18
- All figures must be written neatly and clearly with one digit to each square.
- Each calculation must be clearly numbered with the number of the calculation in a bracket to distinguish it from working figures.
- A margin should be drawn from Y2 onwards that is no more than 2 squares wide,

## Key Stage 1

- I will take care with my books.
- I will not leave blank pages in my books.
- At the beginning of Year 1, I will start a new piece of work on a clean page. By Summer Term of Year 1, I will start a new piece of work by drawing a line under the last piece of work, and starting on a new line. By Year 2, I should draw my own lines.
- If I make a mistake, I will put one neat line through it using a ruler.
- I will write on the lines in my book. I will always write next to the margin.
- I will use pencil in all my books.
- I will write one digit in each square in my Maths book.
- I will write the short date i.e. 17.12.18 in Maths and the long date i.e. Tuesday 17<sup>th</sup> December 2018 in other subjects.
- I will use pencil in my books and I will not use felt pens or biros in my books.
- I will not draw on any part of my book, including the covers and targets.

## Key Stage 2

- I will write the date on the left hand side at the top of my work.
- I will write my WALT on the line below the date starting next to the margin on the left hand side.
- I will then leave a line before commencing my work.
- I will write the short date i.e. 17.12.18 in maths and the long date i.e. Monday 17<sup>th</sup> December 2018, in all other subjects.
- I will underline the date using a ruler.
- I will not leave blank pages in my books. Where I start new work I will draw a line using a ruler and pencil.
- If I make a mistake I will put one neat line through it with a ruler and pencil.
- I will write on the lines in my book.
- I will use pencil in my maths book.
- I can use handwriting pen in books when my teacher tells me to but I will not use felt pens or biros in my books.
- I will not draw on any part of my book including the front cover.

