



“Hand in hand united in friendship and happiness; we listen to God’s call, we learn from God’s word and we share God’s love through service.”

Presentation Policy

Approved: September 2018

Review: September 2019

Head Teachers signature:

Governor’s signature:

Aims

- To provide a consistent approach to presentation throughout the school
- For children to take a pride in their work

Key Considerations

- **The majority of work should be completed in books**, as this enables teachers and children to monitor progress more easily
- If worksheets are used, they should be cut down and stuck into books on the day the work has been completed. In KS2 the date and learning intention should be written by the children as usual.
- Books must be labelled **by the teacher/teaching assistant** with the child's full name, class teacher, year group and subject. Stickers should be used for this and all new books should be labelled in the same way.
- Children must not draw or write on the cover of any book.
- When responding to marking, children should not write messages to the teacher or respond inappropriately.
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work. If the standard of presentation is lower than the standard which the child is capable of producing, it is not unreasonable to request a piece of work to be re-written.
- If a child makes an error in their work, a rubber can be used to rub it out. If they have written in pen, they should draw a neat line through the error.

Guidelines

Mathematics Books

All mathematics work should be completed in pencil.

KS1 & Year 3

- Short date (e.g. 31.3.17) on the left hand side
- LI written on (or stuck in) the line underneath (underlined by the end of Y2)
- Traffic lights should be on the left hand side of the learning intention and the square should be drawn in coloured pencil, not pencil.
- Support code should also be on the left hand side of the learning intention and written neatly in a circle.

Years 4 - 6

- Short date (e.g. 31.3.17) on the left hand side and underlined with a ruler
- LI written on the line underneath and underlined with a ruler
- Margin down the left hand side ~ two squares

- Question numbers in the margin
- Miss one line before starting the work
- Traffic lights should be on the left hand side of the learning intention and one square should be neatly coloured in (not outlined in pencil).
- Support code should also be on the left hand side of the learning intention and written neatly in a circle.

Number formation

- All children should be taught to form their numbers in the following way:

1 2 3 4 5 6 7 8 9 0

All other subjects

- Date written in full in all subjects (except for guided reading, RWI & handwriting books) e.g Monday 31st March 2017
- Learning intention should be written under the date and underlined.
- Miss a line before starting work
- Traffic lights should be in the margin (in books where there is one) next to the learning intention. This should be a neat square drawn in coloured pencil, not pencil.
- The support code should also be next to the learning intention in the margin and written neatly in a circle.
- During the writing process, when first drafting, children should write on every other line. The blank line should be used to edit and improve with the purple pen.
- Handwriting pens will be introduced from Year 3, when the child is able to write in a fluent, joined and legible style. The Headteacher will decide when a pen Licence should be awarded. Once using a pen, all pieces of work should be in pen. It is not acceptable for children to swap and choose from day to day.
- Miss two lines under response to marking comment, before starting a new piece of work