



Presentation Policy

Wylde Green Primary School



Agreed with staff on

28th January, 2014

Ratified by *Governors*

17th March, 2014

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.

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 importable role model for presentation and high expectations! Use the resources available to you eg. 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, legible, consistently formed 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.
- Make sure that children clear work surfaces and the floor before leaving the room to reduce waste of resources.

Expectations for Children

Use of pencils and pens

- Pencils should be used in all Maths books and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil if required.
- 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 fibre tip. 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

- The Penpals scheme is the agreed scheme for teaching handwriting.
- Use the right size letters when you need to - capital letters at the start of sentences and for proper nouns.
- Handwriting is taught for at least 15 minutes per week and as an integral part of spelling and phonics lessons.
- Bubbles in place of full stops or dots above the letter 'I' are not acceptable.

Expectations for Layout

- The date is written at the top against the margin and underlined using a 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. Do not leave a blank page.
- Paragraph indentation should be used as soon as the children are confident to do so.
- If you make a mistake, draw one neat line through the mistake with a ruler and start again -do not over-write with pencil
- Write ON THE LINE. Do not write in the margin.

Layout in Mathematics

- In KS2 a margin 2 squares wide and drawn on the left hand side of each page.

- If appropriate pages can be divided into two with a ruled line in the middle
of the page and a margin of 2 squares to the right of it.
- The previous piece of work should be ruled off with the date written in figures on the line below.
- The date should be underlined.
- All figures must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures.
- Maths worksheets should be filed in a Maths folder in chronological order. Some Maths sheets need to be stuck into books but this should be kept to a minimum.

Classroom Organisation and Resources

- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils, learning journals/draft books
- Each room has wipeboards available for all the children.
- Children and staff should check the floor and other surfaces before leaving
the room eg at break time for spare equipment

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 Headteacher will monitor and award Headteacher's stickers for exemplary work.
- Regular work scrutiny by staff, including subject co-ordinators will ensure
the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective
feedback, learning and teaching.

Presentation Guide

EYFS

I will stick my WALT at the top of my page in the middle.

I will start new work on the next clean page.

I will use a writing pencil for my work.

I will write on the lines on the page.

I will not draw on the front of my book.

Key Stage 1

I will write the date on the left hand side at the top of my work.

I will stick the WALT neatly on to the page below the date.

I will write the title in the middle of the line.

I will underline the date and title using a ruler.

I will not leave blank pages in my books. If I start new work I will start on the next new page.

If I make a mistake I will put one neat line through it.

I will write on the lines in my book. I will always write next to the margin.

I will use pencil in my books

I can use handwriting pen in books but only when my teacher tells me to but I will not use felt pens or biros in my books.

I will not draw on the front of my book.

Key Stage 2

I will write the date on the left side at the top of my work.

I will stick the WALT neatly on to the page below the date.

I will underline the date using a ruler.

I will not leave blank pages in my books. If I start new work I will leave a line and draw a

line using a ruler and pencil.

If I make a mistake I will put one neat line through it.

I will write on the lines in my book.

I will always write near to the margin.

I will only use pencil in my maths book.

I will use a handwriting pen for all of my work

unless I am told otherwise I will not use felt pens or biros in my books.

I will not draw on the front of my book.