



## **Presentation Policy**

<b>Last Reviewed</b>	<b>January 2025</b>
<b>Next review</b>	<b>January 2027</b>
<b>Persons responsible</b>	<b>SLT</b>
<b>Governor committee</b>	<b>S&amp;C</b>

## Aims

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. It will ensure expectations of pupils are the same for all staff. The policy is intended to support children to develop a sense of pride in themselves, their work and their school.

## 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.
- 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 with one line using a pencil and a ruler. The correct version should be written on the same line or above the mistake, wherever is most appropriate, in purple pen.
- Tipp-ex and ink erasers are not allowed. Erasable pens are not to be used during the drafting process. Purple pen should be used by the children for improvement.

## Dates and Learning Questions

The school believes that children's love of learning is ignited through enquiry. As such, all lessons should begin with a learning question that the children are trying to discover the answer to during the lesson. This Learning Question is recorded in the children's books so that they can self-assess their progress against it during the plenary. Learning Questions should be knowledge and skills based not task focused. For example, 'How can I use adjectives to describe?' 'What is a fronted adverbial?' 'How can I represent place value up to 1000?' 'What homes did people live in during the Stone Age?'

- Each piece of work must be dated on the left hand side. As a model for this the teacher should write the date on the board. The short version of the date, with 'dots' or 'slashes' is to be used in maths books. For example, 28.11.22 or 28/11/22. The long version is to be used in all other subjects. For example, Monday 28<sup>th</sup> November 2022.
- The date should be underlined using a ruler and pencil in KS2.
- Each piece of work should have a Learning Question 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 Key Stage 1 will be provided with this Learning Question on their task sheet or a sticker. Children in Year 2 may start to write this Learning Question for themselves by term 6. Children with writing difficulties throughout the school may also be provided with the Learning Question.
- Children should leave a line between each paragraph, and after the date and Learning Question in KS2.

## The use of pen or pencil is determined by the guidelines set out below:

- a) Children from Year R to Year 3 should write in pencil in all lessons.
- b) Children in Year 3 should all use handwriting pens for handwriting practice sessions.
- c) When children start Year 4, all children should start writing with handwriting pen, for all lessons except maths.
- d) 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.

## Expectations for Presentation

- Book labels must be printed, with the child's name and the subject on, with a plastic cover for English and maths books.
- Work for displays around the school should be presented as a "best copy", unless it is the process which is being displayed.
- 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. This work can then be stuck into books.
- 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 for this purpose, this must be trimmed before being neatly stuck in.
- Question numbers should be recorded in the margins with brackets, not dots.

## Specific Subjects

### Mathematics

- Maths work is to be recorded in pencil. However, in term 5 and 6, children in Year 6 will be encouraged to start using pen as a transition to secondary school.
- 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 'exchanging' should see the relevant digit written smaller than usual beneath the bottom line.
- 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.
- Dates should be written above the page title in work books.
- Dates and Learning Questions should be written on the left hand side for any work carried out in maths books.
- All fractions, shapes or shading that is required in workbooks should be carried out with a coloured pencil.

### 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.

### Homework

The school believes that homework is a valuable part of the children's learning journey and should be valued by staff, pupils and parents. As such, we set out the following expectations for the presentation of homework:

- In Years R – 3 all homework should be carried out in pencil, just as it would be completed in class.
- In Years 4 – 6, all homework should be completed in blue pen, except maths which should be completed in pencil.
- All work should be presented to a high standard, just as the children would be expected to do in class. For guidance on expectations, see the rest of the policy which outlines expectations per year group, including the use of rulers.

As a school, we acknowledge that some children may not have a blue pen, pencil or ruler at home. If this is the case, parents can approach the school and we will provide the pupil with appropriate stationary to carry out their task. Parents can do this by speaking to the class teacher.