



*Growing the seeds  
for lifelong learning*

## **Presentation policy**

### **Rationale:**

A consistently high standard of presentation is promoted across the whole school, which all children and staff recognise, understand and follow. For children and teachers, this aims to foster a sense of pride and respect in their work. We aim for pupils to learn that different levels of presentation are appropriate for different pieces of work and different circumstances.

### **Presentation across the school:**

- All books are named with the subject
- Names are written on the front of books
- Every piece of work is dated (long date in all subjects except Maths)
- All work has a WALT (FS and year 1 can be typed and stuck into books – in all other years groups children are encouraged to write the WALT? (What Am I Learning Today?)), this is needs to be underlined and children are to write, I am learning to... )
- Modelled examples are used to introduce new skills and reinforce expectation
- Children use guidelines if they are writing on plain paper (from Y2 onwards)
- All drawings and diagrams are in pencil
- Pencil crayons, not felt pens, are used in exercise books
- Coloured pencils are used for specific reasons by children e.g. self –correcting, editing or peer assessment
- One single line is used to cross out mistakes or edit writing
- Books are well kept with no writing or doodling on the outside or inside of covers
- Sheets/strips of worksheets stuck into books should be stuck in straight and flat. Worksheets should be folded only if they are too large for the page
- Children are taught where to start a new piece of work
- Poor presentation is challenged through verbal feedback and marking
- Tippex and correction pens are not to be used by children

Presentation protocol:

	FS	Year 1	Year 2	Year 3&4	Year 5&6
<b>Writing implements</b>	A selection of 'beginners' thick and fine writing implements. Chunky triangular pencils are introduced	A selection of 'beginners' thick and fine writing implements. Chunky triangular pencils are introduced. Thin triangular pencils with grips then fine pencils with grips for most pupils	Fine pencils	Introduce handwriting pens (blue) as appropriate for Literacy and written work. Pencil for Maths work. Black handwriting pen is used for editing.	Once handwriting is neat and joined, pupils should be using handwriting pens for written work. Pencils for maths.
Felt tips should not be used where they will come through onto the reverse of the paper in books.					
<b>Self-correction</b>	Simple, straight line through to show where they have self - corrected			Simple, straight line through to show where they have self - corrected. Eraser or correction fluid may be used at the discretion of the teacher for final draft work.	
<b>Ruler use</b>	All straight lines to be drawn with a ruler. Younger pupils will need to be taught how to do this. Bar models should be drawn without a ruler.				
<b>New work</b>	New work to commence on a new page. All work to be dated by an adult.	All work to be dated by child or teacher at top, right side.		All written work to be dated by child, at top, right hand side using full date, and underlined. Maths to use numbered date e.g. 25/09/17	
<b>Paper</b>	To use unlined paper for the majority of the time in Nursery. To use lined paper for the majority of the time in Reception.	Teachers should select lined paper, appropriate to the size of writing, so that pupils can position writing correctly on the line. Wide lines and large squared exercise books for some pupils at teacher discretion.		Narrow lines and small squared exercise books.	

