

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, communicating high standards and expectations.

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.

General Guidelines

- Presentation expectations must be the same regardless of where the work has been completed
- All work must be dated on the left hand side and underlined with a single ruled line
- Learning objective is always written in the middle as the title except writing which will have its own title. This must also be underlined with a single ruled line
- Rulers must always be used to draw straight lines except for in artwork
- All drawings and diagrams must be done in pencil
- Coloured pencils are used for illustrations
- Coloured pens - purple for marking and green for editing must be used
- Tipex must not be used by children or teachers
- Books must be used for English and Maths, sketch books for artwork, folders for topic work. Where work is recorded in alternative format this can be stuck into books (i.e. photographs of carrying out practical work)
- All books must be labelled with the child's forename and Surname and subject.
- Books must be well kept with no writing or doodling on the front or inner covers
- Children should be given their own pen, pencil and ruler, clearly labelled with their full name and kept in their drawers. This encourages independence.
- A single line is used (drawn with a ruler) to cross out mistakes. Rubbers must not be used.
- Good examples of high quality presentation will be shared with the children as a wagoll and to set expectations
- Children must be reminded about presentation at the start of each independent piece of work
- High standards of presentation will be rewarded through the use of tokens.

- Poor presentation must be challenged. Children can be asked to re do work at playtime if presentation is unacceptable.

Presentation In Maths

- All work must be completed in pencil
- Books must be squared
- Children must be taught one digit in each square, this will help when using written methods
- Date must be written in digit form e.g. 14/02/16 03/05/16 as this is technically correct
- Lines/Shapes/Graphs must be drawn accurately using the squares as a guide. This must be modelled to children
- Pages should be folded in half for calculation work
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left in a separate column.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.

Presentation In English

- Where handwriting is fluent joined and legible children must write best copies in pen. This should be at least by the end of year four.
- Pens will be black and fibre tip.
- Children may choose to draft work in pencil
- Books must be plain and line guides must be used.
- Writing on a line will be taught in foundation stage progressing to writing on a line guide in year one.
- SPAG and handwriting to be completed in English books.
- When drafting writing in books, the left hand page should be left blank and used for editing space, planning and success criteria.
- Full date must be written e.g. Tuesday 16th February 2016 on the left hand side. For best work, full name (Forename Surname) must be written on the top right hand side
- Work maybe illustrated using a range of media where there is a link with art e.g. water colours, powder painting, Felt tips must not be used to illustrate work.
- As children progress through school they should be encouraged to choose how best to present their work .

Across the Curriculum

- Cross curricula writing (Science History etc..) can be completed in English books

- Art work - name and date on the back of the work
- DT - name on work where appropriate
- Geography -name and full date on work as per English expectations, all colouring in of maps must be in coloured pencil
- Topic folders should be slide bound with a quality front cover designed by the children and mounted on sugar paper with the same coloured piece of sugar paper as a back cover

Inclusion

These expectations apply to the vast majority of children in our school. Occasionally a decision will be made to personalise expectations for a child who has such specific needs that these expectations could be a barrier to their progress Difficulties are addressed through appropriate interventions or specific equipment.

Monitoring

This policy will be monitored regularly by the deputy head teacher with feedback given to individuals and relevant persons. Termly work scrutiny carried out by the Head Teacher and Senior Leadership Team will always have presentation as a feature. This will ensure high standards and consistency across the school.

Rachel Colquhoun

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To Be Reviewed February 2017