

Totley Primary School



Presentation Policy

Date Reviewed:	June 2016
Reviewed by:	Nicola Wileman
Policy to be reviewed by:	January 2019



Totley Primary School Presentation Policy



Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, House Points, Headteacher awards)
- Sharing of good work in whole school assemblies.
- Electronic visualisers will be purchased for each class and the hall to enable work to be viewed on interactive whiteboards.
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. green pen for marking and self correcting, a colour for writing key vocabulary in line with the English policy.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and corrections pens are not used.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Standard's Reviews
- Lesson Observations
- Pupil interviews

Nicola Wileman
Head teacher

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term of FS2.

Dating work

- Work will be dated by an adult (often using a date stamp).

Writing equipment

- Children will always write in pencil in books.
- Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

WALT

- Adults will add the learning objective until children are capable of adding this independently.

Staff will encourage

- Staff will emphasise correct letter formation and left → right orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Indicating errors

- Children will indicate an error with one neat line through work.
Children will need to be taught how to do this.

Dating work

- In maths the short date is used, e.g. *16.03.03*
- In literacy children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8th September*
- In topic work the full date will be written when able (as above)

Writing the WALT

- Children will work towards writing the WALT/title. Ideally by the summer term, earlier if possible.

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis and correctly letter formation will be reinforced through other work (English, topic, maths books).
- Handwriting books will be purchased for this.

Indicating errors

- Children will indicate an error with one neat line through work.

Dating work

- In maths the short date is used, e.g. *16.03.03*
- In literacy the longer date is used, e.g. *Monday 8th September.*
- In topic work the longer date is used, e.g. *Monday 8th September.*

Writing the WALT

- Children will write the WALT/title.

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Years 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate black ink handwriting pens can be used (except for 'Green Pen' assessment work).
- Children will not use biro or gel pen.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil except for 'Green Pen' assessment work.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.
- Handwriting books will be purchased and used for this.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. *16.03.03*
- All other work has the long date, e.g. *Monday 8th September*

WALT

- Title to indicate work content - usually the learning objective
- Title underlined with a ruler.
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Maths Books

- Only pencil to be used
- Children to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books.

Years 5 and 6

Equipment

- Children need still to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate black ink handwriting pens can be used (except for 'Green Pen' assessment work).
 - Children will not use biro or gel pen.
 - Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
 - All maths work will be completed in pencil except for 'Green Pen' assessment work.
 - Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis for children who are not forming and joining letters correctly.
- Handwriting books will be used for this.

Indicating errors

- Children will indicate an error with one neat line through work (children will need to be reminded how to do this).
- Tippex or correction fluid is not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. *16.03.03*
- All other work has the long date, e.g. *Monday 8th September*

Title of work

- Title to indicate work content - usually the learning objective.
- Title and date underlined with ruler.
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Maths Books

- Only pencil to be used
- Children to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books.