

# ST.CHAD'S C.E.(C) PRIMARY SCHOOL

## Presentation POLICY

### "Building Together for a better future"

#### Aims and objectives:

- To create a clear and consistent set of guidelines for the presentation of children's work.
- To establish high expectations and pride in presentation of work.
- To enable children to recognise work that is presented to a high standard.
- To motivate each individual to present their work in the best possible way.

#### Planning and Provision:

It is important to have a consistent approach to presentation throughout all subjects in the curriculum. St Chad's presentation policy is as follows:-

- From Year 2 upwards, the worded date is written on the right hand side of the page (starting approx. half way across the page) in English books- Monday 8<sup>th</sup> September, 2015.
- In all other books, the date is written numerically- 8/9/14 or 8.9.14
- A blank line is left between the date and the title line.
- The title is centered.
- The date and title are underlined with a ruler.
- Pupils miss a line after the title before starting to write, next to the margin.
- Handwriting should be written neatly on the lines, where appropriate.
- Question numbers are written in the margin.
- Erasers are used sparingly. Where possible, incorrect work is visible so that errors or misconceptions can be identified.
- Diagrams are drawn in pencil.
- Black ink is used when writing in pen.
- Handwriting pens will be given to children in Key stage 2. This is phased in when the children are ready to use them. Children should only use school pens in their exercise books.
- Cursive handwriting is used, where appropriate.
- Children are encouraged at all times to write in their neatest joined handwriting and to take pride in their work.
- Pencil cases should be kept in children's individual trays throughout the day (and not on desks) and only used when permission is given by the teacher, for specific projects.
- Felt tips are not permitted in exercise books.

- A list of all exercise books (colour, size, lines, squares, order numbers) used is kept in the main office.
- All classrooms should display the cursive script poster.

### **Presentation in Mathematics**

- All maths work is recorded in pencil.
- Question numbers are identified with a bracket eg 5) leaving a space between question number and any further work.
- All lines and diagrams are drawn in pencil, using a ruler where appropriate.

### **Role of the Teacher:**

Teachers are the most important role model for presentation and high expectations.

- All handwriting which is on display for the children - on the interactive whiteboard, books, flip charts, display - will be cursive joined, legible, consistently formed and neat, when appropriate.
- All children's work is marked using the agreed marking policy.
- When sticking work/labels/headings in books, ensure they are straight and cut neatly to size.
- If a child is away absent, staff ensure that their exercise book is marked with 'absent' and the date recorded.

### **Equal Opportunities:**

Left-handedness does not automatically equate with problems, but it helps to remember that left-handed children have different needs from right-handers.

It is important that left-handed children can see what they are writing. They should sit where elbows do not bump right-handers and where they are not in their own shadow.

### **Resources:**

This policy should be read in connection with the school's 'Marking Policy' and 'Handwriting Policy'.

### **Monitoring and evaluation:**

The Senior Leadership Team will collect examples of children's work on a termly basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Approved: Summer 18

Review: Summer 2019