



Presentation policy

Date: September 2023

Review date: September 2024

Presentation Policy

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school and to establish high expectations and pride in everything we do – both of ourselves and of the children - by creating a clear and consistent set of guidelines for the presentation of children’s learning.

The Objective

- To motivate each individual to present their work in the best possible way
- To ensure children take pride in their work.
- To ensure each child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Implementation

Staff will work to ensure that presentation of work is actively taught as it will not 'just happen'. It should be taught explicitly and referred to when necessary if standards are slipping. In order to sustain the high expectation of presentation staff should ensure that presentation is celebrated by:

- ☐ 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 with praise and stickers☐
- ☐ Sharing of good work in whole school assemblies.☐

Non Negotiables for presentation in books

- Each book should have a sticker with the child's name, subject and class (for new☐ children this should be completed within 5 days of their arrival)
- When sticking work/labels/headings in books ensure they are straight and cut to size. Edges should be stuck down firmly and paper should not be folded but stuck in to show the children's work clearly.☐

Presenting work within books

- ☐ All drawings and diagrams should be in pencil.☐
- ☐ Rulers should always be used to draw straight lines for diagrams/tables/margins☐ etc...
- ☐ Pencils should be used in all Maths books, pens are not to be used at all☐
- ☐ Children should write in pencil unless they have been given a pen for consistently excellent standards in presentation in which case they may write in pen☐
- ☐ Felt pens/Gel pens are not used in children's books.☐
- ☐ Coloured pens will only be used for specific reasons by children, e.g. responding to marking☐
- ☐ The use of pencil crayons should be encouraged for self/peer assessment and where appropriate for colouring☐
- ☐ One single line should be used to cross out mistakes; the use of rubbers is not permitted.☐
- ☐ It is expected that work will be recorded in books for every lesson whether this be written work, photographic evidence or a short think bubble which explains the activity the children were completing written by the children.☐

- ☐ If work is not completed to the highest quality then work will need to be crossed out by a member of staff using a diagonal line and then children will need to start the work again on a new page including a new date and I can statement.☐
- ☐ If a child is away or not in the lesson because of interventions etc.. please ensure that the date and reason for absence is recorded neatly next to the margin.☐

Expectations for the layout of work in books

- ☐ At the start of a new piece of work, miss a line under the last piece of work, rule off with a ruler and start on a new line. Do not leave a blank page. If there are only a few lines left children should begin a new page.☐
- ☐ A margin should be drawn the width of a ruler in all books (except Maths books.) This should be taught to ensure it is neatly drawn.☐
- ☐ The date should be written in full in all books (except Maths books) next to the margin. On the next line the I can should be recorded; again next to the margin. Both the date and the 'I can' should be underlined using a ruler.☐

Monday 23rd January

L.O: I can use fronted adverbials

- ☐ A line should be missed under the I can statement before the start of work.☐

In Early Years the date and I can statement should be labelled and stuck in children's books neatly (no margin is expected) .This practice will continue at the start of Year 1 but it is expected that by the start of the Spring Term children will be completing their own date and title and drawing a margin appropriately (with support if necessary) in the majority of cases.

Expectations for layout in Maths books

- ☐ Each page should have a margin drawn on the left hand side which is 2 squares
- ☐ wide.☐ If appropriate pages can be divided in two with a ruled line in the middle of the page and a margin of two squares, however books should not contain long lists of calculations (more than 5) in any given lesson.☐
- ☐ The short date and I can statement will be recorded in the same way as other books next to the margin (whether this be the left hand margin or the middle page margin.)☐

23.01.14

LO: I can add two digit numbers

- ☐ A square line should be missed under the LO before the start of work☐
- ☐ The previous piece of work should miss a line and then be ruled off.☐
- ☐

All work must be in pencil (pens are not to be used in Maths books) rulers should be used when drawing straight lines for shapes, diagrams, tables etc..□

- Rulers should also be used when drawing lines to show vertical calculations, number-lines and other written methods which require a straight line e.g. division calculations.□
- Children should record one digit in each square.□
- Each calculation should be clearly numbered in the margin and there should be one square left between the margin and the start of each calculation and one square left between calculations recorded vertically□

Outcomes of the Presentation Policy

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.□
- There is consistency across the school in terms of the high standard of presentation which is expected.□

Monitoring of the Presentation Policy

- The Senior Leadership Team will look at examples of children's work on a regular basis across a range of subject areas to ensure that the policy is being implemented effectively to ensure consistently high standards of presentation are being adhered to across the school.□