



PRESENTATION POLICY

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

In order to effect a high standard of presentation in children's daily work, teaching and support staff have agreed a whole school approach, based on the development of children's knowledge and skills. The implementation of this policy should provide a clear framework for consistency and progression throughout the school.

Presentation Guidelines

1 Writing implements

- 1.1 All maths work will be carried out in pencil
- 1.2 Rubbers can be used to correct work in pencil
- 1.3 All written work to be carried out in pen from Class 2 as soon as considered appropriate
- 1.4 Corrections to be made by making a neat line through the mistake or the insertion of a letter or discrete alteration of a letter
- 1.5 Children will only write in black ink.

2 Layout and Appearance of Exercise Books

- 2.1 Children are not to doodle or de-face the cover or the inside of their exercise book
- 2.2 In KS1 & KS2 children may continue to use the same page if there is half or more of the page left

3 Date

English and all written subjects

Each piece of work should have the date of writing. The format will change with the age of the child:

- 3.1 Reception – by the end of the year some children will write the day of the week (e.g. Monday)
- 3.2 Class 1 – children in Year 1 will be given stickers with the date. When they are ready, and by summer term, Year 2 children will write the full date in words on the top line (e.g. Monday 4th May).
- 3.3 Children from Year 3 upwards will write the full date in words on the top line and underline the full date (e.g. Monday 4th May)

Maths and Worksheets

- 3.4 Reception - adult will write date on the children's work on the left.
- 3.5 All other year groups – children will write date in digits (e.g. 4/5/15)
- 3.6 Y2 to Y6 children will underline the date
- 3.7 Worksheets will be trimmed before children use them. They are then taught to stick these in their books neatly to ensure they do not overhang the pages.

4 Learning Objectives

The learning objective for each lesson will be shared with the children and recorded in the following way:

- 4.1 Nursery – verbal
- 4.2 Reception – Where appropriate, learning objective will be written in by the teacher after the completion of the work
- 4.3 Yr 1 – Yr 2 learning objectives will be shared with the children and will be printed on stickers for children to put into their books neatly themselves.
- 4.4 Yr 3 – Yr 6 learning objectives will be written by the children, missing a line underneath the date. Where appropriate, stickers with learning objectives will be printed off for children to stick into books.

5 Margins/Intervals:

All written work will contain a space for corrections or the teacher's comments. The format will vary with the age of the child:

- 5.1 Reception – will work towards writing on printed lines
- 5.2 Yr 1 – Yr 6 children will use pre-printed margins in exercise books where available
- 5.3 Where KS2 children are asked to number items, the number will be written in the margin

6 Numerical Work on Squared Paper

- 6.1 The size of the squares in which the children work will vary according to the ability of the child and the year group
- 6.2 Each square will contain one digit or one symbol (except for fractions)
- 6.3 When writing algorithms vertically the children will set out the numbers in columns with one digit or symbol per square. Each example will follow across the page until a new question is reached
- 6.4 Where problems are to be numbered, the number of the problem should be written in the square followed by a bracket or dot. There should be a gap of one square before writing the problem

7 Work for Presentation or Display

All work for display should have the child's name on it and the title of the piece of work (where appropriate). Work for display will not be dated, unless for a specific reason. Written work by KS2 will be in black ink unless a different colour is specified by the class teacher for a particular purpose.

8 Homework

Children will be encouraged to present their homework in the same format as school work.

This policy will be reviewed at least every four years.

Date: Jan 2023

Review Date: Jan 2027