



St Mary's RC Primary School

PRESENTATION POLICY

November 2016



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.

Objectives

To motivate each individual to present their work in the best possible way.

To enable children to recognise work that is presented to a high standard.

To ensure each child knows the standard of presentation that is expected of them.

For Teachers

To create consistency in standards of presentation across the school.

To provide a baseline for judging acceptable standards of presentation.

Expectations for Teaching Staff

Remember – you are the most important role model for presentation and high expectations. Use the resources available to you e.g. lines and grids on the Interactive Whiteboard to model good practice.

All handwriting which is on display for the children should be joined, legible, consistently formed and neat.

All children's work must be marked using the agreed marking policy.

When sticking work / labels/headings in book ensure they are straight and cut to size.

If a child is absent or taking part in another activity such a Music lesson etc . ensure their book is marked with absent and write the date and learning objective.

Expectations for Children

Use of Pencils and Pens

Pencils should be used in all Maths books



Margins in books and on paper should be drawn in pencil if required

Blue pens to be used from Year 4 onwards where the teacher judges the child's handwriting to be sufficiently clear and fluent.

Felt pens or Gel pens should not be used in exercise books, although they can be used on paper at the teacher's discretion.

Expectations for Layout.

The date is written in full in all books e.g. Monday 12th September 2016 apart from Mathematics where it is written numerically 12/09/16 on the left hand side of the page.

The date must be underlined with a single line using a ruler

The LO (Learning Objective) is to be written LO: I can and underlined with a single line using a ruler. Miss a line under the LO and start writing at the margin.

If a title is being used e.g. narrative writing a line should be missed after the date and LO and the title should be written centrally on the page. The title should also be underlined with a single line using a ruler.

Key stage 1 : LO and Success Criteria can be stuck into books

Key stage 2: LO to be written by the child and Success Criteria to be stuck into books

At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Do not leave a blank page.

Paragraphing for Year 2, 3 and 4 requires a line left in between each paragraph. In Year 5 and 6 in addition to the line left there needs to be an indent at the beginning of the paragraph.



Mistakes need to be crossed out by a single line with a ruler.

Layout in Mathematics

If appropriate pages can be divided in to two with a ruled line

The previous piece of work should be ruled off using a ruler.

The date and LO should be underlined.

All figures and must be written neatly and clearly with one digit to each square.

When using vertical /column layout, the answer should have ruler lines above and below an answer with the operation sign to the left in a separate column.

Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.

If a piece of work is not completed to the highest quality then children will need to start the work again on a new page.

Outcomes of 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 standard of presentation expected.

Progression in presenting work between each class is evident and understood by all children and adults.

Monitoring of Presentation Policy

The Senior leadership Team will look at examples of children's work alongside work sampling on a Wednesday 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.

Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed every 2 years, or before if necessary.

Signed

Date: November 2016