



Presentation Policy

Person responsible: Headteacher

Date adopted: November 2023

Review Date: November 2026

Aims

The aims of our Presentation Policy are that:

- Children will take pride in the presentation of their work that is commensurate with outstanding attitudes to learning.
- All adults will demonstrate high expectations for the children's presentation of their work and model this in their own writing.
- High expectations are consistent across the whole school for the children's presentation of their work.

Generic expectations across the whole school

- Adults will model the handwriting and presentation that is expected of the children, as appropriate to the children's age and development.
- No rubbers to be used. If children make a mistake they should cross it through with 1 neat line, or use a green pen for editing.
- Children are expected to colour in neatly and should be reminded to do so.
- Sharpened pencils should be provided for the children to use.
- If a sheet is stuck into a book, it must be trimmed down so that it fits onto the page.
- Children are expected to use rulers to draw their own margins, tables, grids etc as appropriate for their age.
- Children should only be using a worksheet if it is a necessary scaffold for that piece of learning eg world map, clock face etc. The use of worksheets should be kept to a minimum because they can limit opportunities for children to show what they can achieve.
- All books should have the child's name and subject written neatly on the front. Nothing else should be stuck or written on the front cover. Teachers will take responsibility for ensuring books are not covered in doodles and that appropriate consequences are actioned.

Phase 1

- LO and date is provided on a slip and children stick these into their book for each piece of work independently.
- Maths books are squared.
- In Y1 children are encouraged to write the date and LO towards the end of the summer term in preparation for their transition to Y2.
- Letters should be correctly formed and some children beginning to join if ready, as per the handwriting policy. Children's letter formation should be addressed if incorrect as soon as possible to ensure children do not continue to use the wrong formation.

Phase 2

- Children write the LO
- Y2 write the short date in the Autumn and Spring term and the long date in the Summer term (short date always in maths)
- Y3 write the long date (short date in maths)
- Maths book have cm squares – children write 1 digit per square
- Handwriting is joined when the children are ready, as per the handwriting policy.
- Year 3 draw a margin using a ruler for each piece of work in literacy and topic

Phase 3

- Children write the LO and date and underline it with a ruler (short date in maths)
- Children write in pen when they are ready
- Children draw a margin using a ruler for each piece of work in literacy and topic
- Headings and subheadings are underlined using a ruler
- Children draw own grids, tables, charts using a pencil.
- Maths books have small squares – children write 1 digit per square