

Presentation Policy

Welsh House Farm Community School and Resource Base



“Inspired to grow and flourish”

Approved by:	Governors	Date: 2013
---------------------	-----------	-------------------

Last reviewed on:	20/7/21 by SLT
--------------------------	----------------

Next review due by:	July 2024
----------------------------	-----------

Presentation Policy

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress e.g. a child with fine motor difficulties (writing).

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- 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 in line with whole school behaviour policy (praise, Marvellous Me Awards, head teacher stickers/awards).
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a regular basis.

General rules (Non –negotiables)

- **STAFF SHOULD WRITE THE FULL NAMES OF PUPILS ON THE FRONT COVERS OF ALL BOOKS (using a Handwriting Pen not felt tip pens or pencil)**
- All drawings, underlining and diagrams (including arrows) should be in pencil.
- Felt/Gel pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. purple polishing pens to respond to gap tasks/feedback.
- Only Pencil crayons should be used in exercise books (with exception of highlighters).
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and correction pens are not used.
- Children's full names on the front of all exercise books in black ink (KS1 teachers may write pupil's names on the front of books – ensuring it is clearly presented).

Starting new work (Non –negotiables)

Children should be taught where to begin a new piece of work. As a general rule, children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Dating work (Non-negotiable)

Date (Long or Short) must be written on the **left hand side** of the page.

Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Standard's Reviews
- Lesson Observations
- Pupil interviews
- Celebrations/Awards

Reception Class

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing words, captions and simple sentences independently and some children will be writing in sentences/short stories by the end of summer term of FS.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

Objective

- Adults will add the learning objective until children are capable of adding this independently.

Staff Support

- Staff will model correct letter formation and left or right orientation.
- Children will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Key Stage One

Equipment

- All work will be written in pencil.
- Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will be taught how to use guidelines if writing on plain paper.

Handwriting

- Staff will model correct letter formation through the regular teaching of handwriting.
- Handwriting will be taught on a regular basis and correct letter formation will be reinforced through other work (English, Topic, Maths books).

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this.**

Dating work

- In maths the short date is used, e.g. 16.03.03.
- In all other work children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8th September.*

Writing the Lesson Objective

- Lesson Objectives will be printed out and stuck NEATLY in books until staff determine an appropriate time to task a child with writing their own objective.

Maths Books

- Only pencil to be used.
- Children to be taught to use 1 digit per square
- Number reversals should be corrected.
- The decimal point and fraction bar (vinculum) should be placed on the line between the two squares to represent parts of a whole.

Lower Key Stage 2

Equipment

- Teachers will use their professional judgement when allowing pupils to progress to using pen. Teacher may feel that some children benefit from using Pen, even though they might not have the best letter formation or handwriting style. If having a pen supports a pupil's development then a pen can be given.
- Only appropriate blue ink handwriting pens can be used (except for 'Purple Polishing Pen' work).
- Children will **not** use biro or gel pen.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil except for 'Purple Polishing Pen' work.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, arrows, labelling and crossing out.
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular basis with a focus on correct letter formation and cursive handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

Dating work

- Date written (not in the margin) and underlined (in pencil) with a ruler.
- In maths the short date is used and underlined (in pencil) with a ruler, e.g. 16.03.03.

- All other work has the long date, e.g. Monday 8th September.

LO/Title

- Title to indicate work content – usually the learning objective.
- Title underlined (in pencil) with a ruler.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page.

Maths Books

- Only pencil to be used.
- Children to use 1 digit per square.
- The decimal point and fraction bar (vinculum) should be placed on the line between the two squares to represent parts of a whole.

Upper Key Stage Two

Equipment

- All pupils will write in pen.
- Only appropriate blue ink handwriting pens can be used (except for 'Purple Polishing Pen' work).
- Children will **not** use biro or gel pen.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil except for 'Purple Polishing Pen' work.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular basis for children who are not forming and joining letters correctly.

Indicating errors

- Children will indicate an error with one neat line through work (children will need to be reminded how to do this).
- Tippex or correction fluid is not to be used.

Dating work

- Date written (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 16.03.03.
- All other work has the long date, e.g. Monday 8th September.

Title of work

- Title to indicate work content – usually the learning objective.
- Title and date underlined with ruler.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly.
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page.

Maths Books

- Only pencil to be used.

- Children to use 1 digit per square.
- The decimal point and fraction bar (vinculum) should be placed on the line between the two squares to represent parts of a whole.

Resource Base

The expectations of presentation in the Resource Base depend on the individual needs of the child and their skill level. The majority of the children will be encouraged to use writing/numbers as their main tool for presenting their work but for some children other methods are used for various reasons e.g. fine motor difficulties, motivation.

Equipment

- Depending on the skill level and needs of the child will depend on what the child uses to scribe. Most children will use a pencil and children will be encouraged to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Appropriate handwriting pens will be used (except for 'Purple Polishing Pen' work). Correct stationery will be resourced for children depending on their needs.
- Children will be taught to care and safely use their equipment. As their skill level progresses children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Usually only pencil crayons will be used in exercise books but as felt pens are easier to make marks some children will initially use these.
- As children progress they will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- If writing on plain paper then children will have lines drawn or for some children boxes to show position and size of letters.

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this.**

Dating work

- Adults will write the number date on work. As the children's skill level progresses they will write the number date e.g. 5.2.17.

Writing the Lesson Objective

- This will be at the discretion of the staff who know pupils and their capabilities. Some children may write their own, some pupils might have staff write it for them or some may write a title rather than an LO.

Maths Books

- Only pencil to be used.
- Children to be taught to use 1 digit per square in 'square' books.