



LONG SUTTON COUNTY PRIMARY SCHOOL PRESENTATION POLICY

Introduction

At Long Sutton County Primary School we believe that neat, well-formed handwriting and presentation of written work helps to raise standards as the pupils take pride in and have a sense of ownership of their work. Linked to our motto of 'Be a Star', high standards of presentation are instilled into our children from a young age, so that they understand the importance of this in all that they do. This policy details the Long Sutton Primary School's expectations in terms of how children present their work, so that there is a consistent approach across the school.

Our 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.
- 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.
- To share this information with parents on a regular basis.
- 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 to model good practice.

- All handwriting which is on display for the children e.g. on the interactive whiteboard, books, flip charts and display, should be neat, joined, legible and consistently formed. Where possible, the school's handwriting font should be used.
- The first full week of the Autumn Term will be a transition week whereby staff will set out the school's expectations for the presentation of work.
- All children's work must be marked using the agreed Marking and Feedback Policy.
- When sticking work in children's books, staff should ensure it is straight and cut to size so there is no overlapping. Work should not be folded in half (except A3 pieces) when stuck in books.
- All exercise books will have a Long Sutton County Primary School sticker on the front and this will be filled in by either the Class Teacher or Teaching Assistant. Teachers will insist there is no doodling on the front covers and where this occurs, the child will be sent to the Headteacher or an Assistant Headteacher in his absence.
- English, Maths, Science and Topic Books will have a Marking and Feedback Policy stuck on the inside cover.
- All work written into books will have a school success criteria sticker and all worksheets will have the learning objective and success criteria typed onto it.
- All work will be dated.
- Where teachers have concerns about a child's presentation, it will be reported to the Headteacher, or an Assistant Headteacher in his absence, who will monitor the child's progress carefully by asking the child to show them their book at regular intervals.
- **If a piece of work is not completed to the highest quality, then the child will need to start the work again on a new page.**

Expectations for Children

Use of pencils and pens:

- Pencils should be used in all Maths books and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil if required.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.
- Pens must be fibre tip. No ballpoint, biros or felt pens should be used.
- All drawing and diagrams should be drawn in pencil. Rulers should be used for labelling.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Expectations for Handwriting

- The cursive scheme (starting September 2017) is the agreed scheme for teaching handwriting (see handwriting policy for further information).
- The cursive font is the preferred style for all worksheets and hand-outs (starting September 2017).
- Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns.
- Handwriting is taught in regular allocated slots per week and as an integral part of spelling/ phonics and Guided Reading lessons.

Expectations for Layout

- The date, learning objective and success criteria is at the top of the child's work either printed as a sticker or typed onto an Activity Sheet.
- An appropriate space is left i.e. one line between the SC sticker and the child's work.
- Children should write at the margin.
- Children should leave one line between each paragraph.
- If children make a mistake, they should draw one neat line through the mistake and start again making sure they do not over-write.
- Children should write on the line and not in the margin.
- If children are sticking in Activity Sheets, this should be done using Pritt Sticks and neatly.

Layout in Mathematics

- All figures must be written neatly and clearly with one figure to each square, where squared paper is used. If children are not forming numbers correctly, this should be practised regularly.
- Each calculation must be clearly numbered or lettered with the number or letter in brackets, to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.
- Rulers should be used for all geometry and statistic activities which require them e.g. drawing shapes, translations, reflections, drawing axes, block graphs etc.

Classroom Organisation and Resources

- All tables should have containers with the appropriate equipment: rulers, pens, pencils and colouring pencils.
- Children should have access to other resources e.g. scissors, glue sticks etc.
- Each room should have "wipe-boards" available for all the children with lines and/or without.

- Children and staff should check the floor and other surfaces before leaving the room e.g. at break time for spare equipment

Exercise Books

- English Books will be yellow and spacing between lines will vary from Y1 to Y6. Team Leaders and the Subject Leader will ensure books being used by children are suitable. Children from Y2 to Y6 will also be provided with a beige Spelling, Punctuation and Grammar Book/Folder. Within this, they will complete activities from directed SPAG lessons or SPAG activities within English lessons. Children from Y2 to Y6 will also have an A4/A5 Reading Journal whereby comprehension questions or activities will be recorded following Guided Reading activities.
- Maths Books will be green for KS1 which have 15mm/1cm squares and blue for KS2 which have 7mm/1cm squares. Team Leaders and the Subject Leader will ensure books being used by children are suitable.
- Science Books will be red and spacing between lines will vary from Y1 to Y6. Team Leaders and the Subject Leader will ensure books being used by children are suitable.
- Topic Books in KS1 will be presentation booklets in which children's work from all foundation subjects will be stuck in. Topic Books in KS2 will be green and will display children's learning in History, Geography, DT, PSHE, RE and Computing. Sketch Pads will be available to display children's Art work from Y2 to Y6.
- At the end of the academic year, the AHT (Teaching and Learning) will be liaise with Team Leaders to ensure that books are ordered and there is sufficient stock for each team.

Monitoring of Presentation Policy

The Senior Leadership Team and Subject Leaders will collect examples of children's work on a termly basis 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.

Review

The Headteacher, Subject Leader and Governing Body will review this policy every two years in consultation with staff. Its implementation is the responsibility of all staff.

Written – May 2015

Reviewed – May 2017

Next Review – May 2019

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