



## CROSCOMBE AND STOKE ST MICHAEL PRIMARY FEDERATION

# PRESENTATION POLICY

(Links closely to Marking and feedback policy)

**Croscombe is a Church of England School and this policy has been written with reference to our Christian foundation**

### AIM

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever adult is taking the class. It will ensure expectations are raised by all staff and engender in all children a sense of pride in how their work should look.

### GENERAL POINTS

- Both sides of the paper should be written on in books.
- Each piece of work must be dated on the left hand side. (This activity while important must not detract from the main learning objective of the lesson i.e children must not spend too much time completing this activity at the start of the lesson.) As a model for this the correct date must be visible during the day. The short version of the date, with "dots", i.e. 24.03.18 is to be used in Maths books, but the long version in other subjects where relevant. Children should know how to spell the days of the week and months of the year. The date should be underlined using a ruler and pencil. (In key stage 1 the date can be written for children until they are able to do this themselves)
- Writing should be ON THE LINES. Children do not need to write in the margin.
- Neat handwriting and correct letter formation is to be encouraged at all times in every piece of work.
- Each piece of work should have a title which can be written in later by an adult or may be part of the printed toolkit/ success criteria. It could also be the objective for the task and should be started on the left hand side under the date and underlined using a ruler.
- In writing books children could write on every other line so that adults can correct any errors clearly or the children can re-draft and/or include new ideas.
- Lined exercise books that do not already have a printed margin may have a pencil margin drawn down the left hand side of every page, which is a consistent width, i.e. the width of the ruler. If the work consists of diagrams or pictures, it must be done on a sheet of A4 paper which should be trimmed and stuck in neatly.
- Any mistakes should be crossed out neatly using one line. The correct version should be written on the same line or above the mistake, wherever is most appropriate.
- There is an expectation that children will not doodle or deface any of their work either on paper or in their books.
- Felt tip pens should not be used in any exercise books. Colouring pencils only should be used to colour in.
- Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch. If a plain page is needed this must be trimmed before being neatly stuck in.
- Tippex is not allowed to be used by children. Rubbers should not be readily available for use by the children but may be used by children at the direction of the adult in the classroom. The use of pen or pencil is determined by the guidelines set out in the handwriting policy.





## SPECIFIC SUBJECTS

### Literacy

- See notes above which refer to pieces of extended writing.
- Any question numbers should be recorded in the margins.

### Mathematics

- Numeracy work is to be recorded in pencil.
- A title may be a text book heading and page reference number.
- ALL lines should be drawn with a ruler, this includes answer lines for vertical calculations, tables, graphs and all straight sided shapes.
- For those children using squared pages, each digit should be written in a separate box to assist with understanding place value.
- All question numbers should be noted and shown by a bracket, e.g. (2) as dots can be confused with decimal points.
- Any corrections should be written out again as a new calculation, rather than being altered on the original calculation.
- No margins are to be drawn in maths books, but pages can be folded in half to allow for two columns of calculations.

### Science

- Rulers must be used for any diagrams that need straight sides represented.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in ink if appropriate.
- Any colouring should be done using colouring pencils.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed
- See notes above which refer to use of plain pages for diagrams.

### History / Geography /R.E.

- All diagrams and maps should be drawn in pencil.
- Only colouring pencils to be used.
- See notes above that refer to use of plain pages for diagrams.
- All lined pages must have a neat, pencil drawn margin on the left hand side, if not already printed.

## MARKING OF WORK

- Adults will comment on presentation of work in such a way that explains to the children how they can improve the look of their work.
- Adults will write neatly and in such a way that children can read their comments and respond to them.

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of Governors

**Adopted: 2017**

**Date of Review**





### Appendix A

Examples of Presentation steps – Needs to be discussed with the children and can be displayed in all classrooms.

#### For every new piece of work

Step 1 – Make sure that the last piece of work is finished off or space left to finish it.

Step 2 – Make sure there is a date which is underlined, with a ruler.

Step 3 – Make sure that the Title is underlined, with a ruler.

Things to think about –

- Make sure I haven't missed out a page.
- Fill up the whole page if possible
- Use a ruler and pencil when drawing straight lines
- Draw a margin neatly in pencil the width of your ruler on lined pages without a printed margin
- Always use colouring pencil to colour in

#### Presentation Guide

##### EYFS

- I will have a title at the top of the page where relevant.
- I will start a new work on the next clean page.
- I will use a thick triangular writing pencil for all work.
- I will draw one line through any mistakes or adult will rub out.
- I will not draw on the front of my book.
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#### Presentation Guide

##### Key Stage 1 and Key Stage 2

- I will make sure my writing is neat with correctly formed letters
- I will make sure that the date is on the left hand side at the top of my work.
- I will make sure I have a title at the top of the page if relevant.
- I will make sure that I underline things with a ruler.
- I will make sure I do not miss out any pages in my book.
- I will make sure that any mistakes have one neat line through them.
- I will make sure that my writing sits correctly on the lines in my book.
- I will make sure that my writing starts at the margin on each line.
- I will make sure I use a sharp writing pencil in my books unless I have been given a pen licence.
- I will make sure I do not use felt pens or biros in my books.
- I will make sure that I do not doodle in any part of the book.

