



Presentation Policy

Policy Date: 13th March 2017

Policy Owner: Angela Winch

Introduction

At Drapers' Brookside Infant and Junior Schools we aim to establish high expectations and pride in everything we do.

We believe that neat, well-formed handwriting and presentation of written work helps to raise standards. Children of all abilities should be able to present their work to the highest possible standard increasing their confidence and self-esteem.

We recognise the importance of consistency in presentation across the school and between staff. This policy provides a clear and consistent set of guidelines and sets out the standards in acceptable presentation.

Objectives

- To establish expectations for teachers with regards to presentation
- To promote consistency across the school
- To ensure each child knows the standard of presentation that is expected of them
- To motivate each individual to present their work to their highest standard

Expectations for Teaching Staff

- Staff must act as a role model for presentation and have high expectations.
- From KS1, all handwriting on display, including on the whiteboard, flip charts and handwritten signs for display should be legible and consistently formed. With the exception of Read, Write, Inc! resources, handwriting on displays should also be joined.
- All children's work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.

Expectations for Children

Use of pencils and pens:

- Pencils should be used in all Maths books.
- Pens should be used for written work as soon as the teacher judges the child's handwriting to be sufficiently neat and fluent and a pen licence has been issued. Children in Year 5 and 6 should all be using a pen.

Expectations for Handwriting

- There is the expectation that all children will be joining their handwriting and present their work neatly.
- When children are able to access Literacy and Language, 'Penpals' is the agreed scheme for teaching handwriting. EYFS and KS1 are to follow the guidelines for handwriting from the Read, Write, Inc! Phonics programme.
- Handwriting should be taught for 15 minutes per week and as an integral part of spelling and phonics lessons.
- The letters 'f', 'g', 'j' and 'y' are not looped and joined to the next letter.
- Worksheets should be avoided. Sassoon Primary is the preferred font for all hand-outs.

Expectations for Layout

From Year 3, providing the children are able to access Literacy and Language, the following expectations also apply:

- The date is written at the top; the Learning Objective (LO) on the next line.
- The date and Learning Objective must be underlined using a ruler.
- 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. Don't leave a blank page.
- Miss a line under the LO and start at the margin.
- Leave one line between each paragraph.
- If you make a mistake, draw one neat line through the mistake and start again. Do not over-write or rub out.
- Write on the line. Do not write in the margin.

Layout in Mathematics

From Year 3, providing the children are able to access Literacy and Language, the following expectations also apply:

- The short date and the LO should be underlined.
- All figures must be written neatly and clearly with one figure to each square.
- There should be at least one clear square between each calculation, both horizontally and vertically.
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the right in a separate column.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.

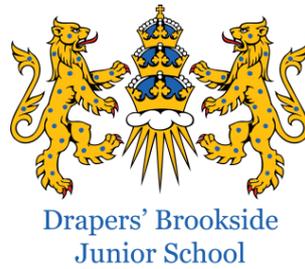
Classroom Organisation and Resources

- All tables should have containers with the appropriate equipment, for example: rulers, pens, pencils, colouring pencil, or appropriate EYFS equipment.
- Each room has mini whiteboards available for all the children.

Monitoring of Presentation Policy

The Senior Leadership Team will collect examples of children's work on a half 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.

Appendix 1 – Pen Licence



PEN LICENCE

I will be awarded a pen licence if....

Letter size

- I always write lower case letters at $\frac{1}{2}$ the line space.
- I always write capital letters in proportion to lower case letters.

Letter formation

- I always start, finish and join all lower case and upper case letters in the correct place.
- I always sit all letters accurately on the lines.

Legibility

- I always correctly space letters and words.
- I consistently write smoothly and fluently.

Presentation

- I can show correct control of writing and drawing tools such as ruling straight lines and producing neat colouring.

Appendix 2: Exercise Book Usage

Plastic covers have been purchased for all exercise books. This is to encourage the children to take a pride in their work.

Handwriting and spelling work will be completed in the back of literacy books. This ensures that children see the link between their learning in handwriting and spelling lessons and the importance of applying these skills in their written work.