



PRESENTATION POLICY

This policy is to be reviewed annually

We believe in setting high expectations for all of our learners and want them to aspire to 'Being The Best They Can Be'. To this effect, we believe that if children take pride in their learning this should be reflected in the quality and presentation of their work. However, at Carleton Park we believe that presentation goes well beyond the written page. It is an approach to learning which includes the tidiness of our classrooms, personal belongings and even ourselves and expresses a care and a pride in all we do.

AIMS

- ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow
- To raise the standard of presentation through school
- To promote high quality presentation throughout the school
- To ensure continuity and progression in children's presentation of their work
- To encourage children to develop a sense of pride in their work

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 physical difficulties writing).

Responsibilities of leadership

- To provide all stakeholders with a clear policy regarding presentation.
- To ensure this policy is fully and consistently followed.
- To ensure this policy feeds across all curriculum subjects
- To raise awareness of presentation with children and make it high profile across school
- To monitor, evaluate and review the policy on a regular basis (via work scrutiny, pupil interviews, lesson observations, planning scrutiny)
- To monitor standards and lead work sampling sessions where staff moderate other class' practice
- To make recommendations for further developments.

Responsibilities of the teacher

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 teachers ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Displaying the agreed 'Quality Work' criteria
- Ensuring good presentation is rewarded in line with the whole school behaviour policy
- Sharing of good work with the Head Teacher and in whole school assemblies.
- Teaching handwriting in line with the handwriting policy on a regular (at least weekly) basis.
- Modelling expected expectations in all of their own work (using the school's agreed handwriting scheme)

If a piece of work does not meet these expectations the child will be asked to amend the work in class e.g. add the date. If the work cannot be easily amended it will need to be repeated at a different time e.g. break time, beginning of the day.

Responsibilities of Teaching Assistants

- To promote quality presentation when working with children

- To ensure they model agreed presentation in all work they do
- Praise quality presentation
- To only accept a child's 'best' efforts

Responsibilities of the Children

- To always try their best
- To follow the school's 'Steps to Success' for quality work
- To take pride in their work
- To re-do work if it is not their best the first time

Appendix 1 – Whole School Agreement of Presentation Procedures

Appendix 2 – Quality Work – Steps to Success (to be displayed in all classrooms)

Appendix 3 - Quality Work in maths – Steps to Success (to be displayed in all classrooms)

- All work should be written with a sharp pencil until a child has received their pen passport
- No doodling or scribbling in, or on, books/work
- All work to be dated
- If a mistake is made, a line should be put through the mistake – no scribbling out (rubbers can be used at the teacher's discretion).
- The date is written on the second line of the page (short date for maths and science) and underlined
- A line is missed before the LO (Yrs 2-6) is written and underlined
- Any straight line e.g. for a graph/table must be drawn using a ruler.
- All underlining must be done with a ruler.
- Any worksheets that are stuck into books should be cut out using a paper cutter, ensuring that it fits within the book.
- Any colouring/art work must be neat (within the lines, all in one direction, no white showing through)
- Felt tips are not used to 'colour in'
- Work should be well set out – not squashed
- All writing starts next to the margin
- A line guide must be used when writing on plain paper and a margin drawn (with a ruler)
- Highlighters are not used for writing, use the purple pens for peer/self assessment
- Labels should be written in print
- Any work not in a book should have the child's name in the bottom right hand corner

MATHS

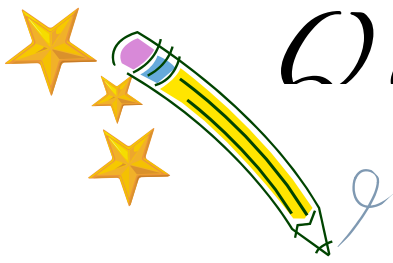
- All work in maths books should be completed in pencil
- One digit/square
- Fold the page in half to aid presentation if completing a list of calculations
- Words are not written one letter/square
- Short date (underlined)

HANDWRITING (see policy)

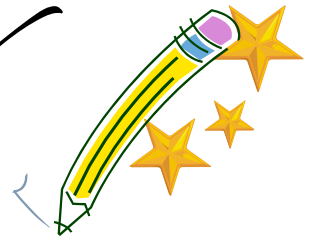
- The class teacher will model appropriate handwriting on the board and in books
- KS2 children write with a black handwriting pen (if they have their pen passport)
- Teaching of basic joined handwriting begins at the end of UFS
- The need for a clear and legible style will be reinforced by all staff.
- Examples of good handwriting are displayed in all classrooms.
- Children may be given targets to help improve their handwriting and presentation.
- Poor presentation is challenged by the class teacher and may lead to a piece of work being redone or corrected appropriately.

Books / Folders

- Front covers will include child's name, year group and subject
- All work will be dated



QUALITY



Leave the top line blank

Underline the date with a ruler

(miss a line)

L.O underline with a ruler

Steps to Success

- Use neat (joined) handwriting*
- Start all writing at the margin*
- Draw all straight lines with a ruler in pencil*
- Always use a sharp pencil*
- If you have a pen passport, use pen for all written work*

- Labels should be written in 'print' not joined
- Any art work should be coloured neatly, in the lines, no white spaces and all in one direction
- Cross out mistakes with one neat, straight line

(no rubbers)

- Work shouldn't be 'squashed up'
- Highlighter are not to be used for writing comments

- Short date for maths and science
- Name in bottom right hand corner if work is

not in books

- Line guides must be used when working on plain paper



- *Short date underlined*
- *L.O underlined*
- *One digit per square* $45 + 12 =$
- *Use a ruler for all straight lines*
- *Always use pencil – no pen*

- *Fold the page in half to help with presentation*
- *No rubbers (put a line through mistakes)*
- *Do not join handwriting for labels*

