

Heaton St. Barnabas' CE (VA) Primary School

Policy For

PRESENTATION OF
WORK

This policy was approved by Curriculum Committee

On: 28th November 2023

Signed.....

Position: Chair of Curriculum Committee

Policy for Presentation of Work

Policy Statement

The quality of presentation of work is fundamental to improving standards of attainment in school. This Policy aims to ensure that children are encouraged to develop appropriate skills and attitudes towards the presentation of their work from their earliest days in school. The level of expectation will increase progressively as children move through the school. By key stage two children are expected to take responsibility for ensuring their work is presented in accordance with this policy.

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.

Objectives

- 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.

Outcomes of Presentation Policy

Children of all abilities are expected and able to present their work to the highest possible standard increasing their confidence and self-esteem.

There is consistency across the school in terms of the standard of presentation expected across the curriculum. Progression in presenting work between each class is evident and understood by all children and adults.

For Teachers:

To create consistency in standards of presentation across the school.

To model good presentation through marking, classroom environment and when using the whiteboard.

To monitor standards of presentation in books across the year group in PPA meetings.

General Expectations:

All work should have

- Date
- Title
- Marking template (see appendix 1)

Corrections

Mistakes crossed out with one line through and the correction written by the side. Rubbers should only be used to correct final display copies of work.

Writing

Margins should be used where appropriate. All books from Y2 will have margins printed in.

Pencil will be used for FS and the whole of Key Stage 1

Ink Pens will be introduced in year 3/4, at the discretion of the class teacher, when handwriting is well formed and correctly joined. By year 5 it is expected that all pupils will be writing with ink pens

Cursive Print – from the start of Year 1 children will begin writing using cursive print and develop this into a neat handwriting style by the end of Year 2. Reception will practise and secure basic print to ensure letters and numbers are formed accurately.

Exercise Books

Plain books will be used at the start of Reception for free mark making

Half lined/half blank exercise books should be introduced in FS when appropriate and used in Key Stage 1 for all pupils. Fully lined with guided lines for handwriting in year 1 and year 2.

From year 3 all exercise books will be lined with the guided lines until handwriting is good enough to move to plain lined books.

By Year 6 all books will be just lined without handwriting guides unless there is a very specific need.

Maths

Children will be shown how to set out their work neatly and well-spaced. Work will normally be presented in the same format as the work sheet or text book i.e. horizontally or vertically as appropriate.

Mistakes should not be rubbed out or crossed out. Sufficient space should be left to allow for corrections.

Exercise books

2cm square introduced in FS when appropriate and continued into year 1 and when ready will move to 1cm. Year 2 will be 1cm squared A4 books.

7mm squared book will be used from year 3.

When children are using squared paper/books they should ensure digits are written 1 per square.







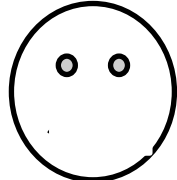
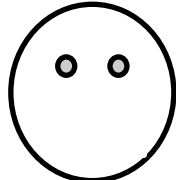
The use of worksheets should be kept to a minimum

Drawings and Diagrams

All drawings and diagrams will be drawn in pencil and labelled where appropriate. Rubbers may be used to correct diagrams.

Appendix 1

WALT/WILF Marking Template EYFS (saved in e-planning folder)

Date:		
We are Learning to		
What I am looking for is	SM	TM
	  	  
		

WALT/WILF Marking Template KS1 & KS2 (saved in e-planning folder)

Date:						
We are learning to						
What I am looking for is that			SM	PM	TM	
R						
Y						
G						
BLP Focus						
Presentation	Needs Improvement	Good	Excellent			