

Brookfield Park Primary School

*Nurture, include and inspire to
succeed*



Presentation Policy

Date October 2021

Policy will be reviewed September 2023

Brookfield Park Primary School

Presentation Policy

This policy has been developed in partnership with all of the staff and the English governor with the intention of maintaining high standards across school in all books and work in all areas of the curriculum. All staff and pupils recognise and follow the agreed expectations and all parents and carers are made aware of the agreed guidelines for presentation of work produced in school and at home.

Aims:

- To ensure all pupils take pride in their work through high expectations of presentation.
- To have a consistent and progressive approach to setting out work across the school.
- To have an agreed standard of expectation for all pupils.
- To set clear guidelines for the presentation of each piece of work.
- To ensure high standards of presentation are applied to work produced at home.

Application These expectations are intended to apply to the vast majority of pupils in our school. Occasionally, a decision will need to be made to personalise the presentation expectations for a child who has specific needs, these changes will be identified on their own learning plan. Staff will ensure that presentation of work is actively taught. It should be referred to throughout the year and any presentation that does not meet the expectations is identified and corrected straight away.

General Layout

On the board

The short date will be written on the board with points, the long date will also be written on the board as the day, date and month and the learning intention will be written as LI. All will be on the left hand side and underlined.

In books

A ruler will always be used to draw lines

Rubbers will not be used. Pupils and staff will use one ruled line to cancel out a word, phrase, number sentence, or number. When cancelling a vertical calculation or group of sentences a diagonal line will be used (Going from top left to bottom right).

The short date will be used in mathematics and sketch books and on worksheets and will be written to the left and underlined

The long date will be written in English/ writing / topic / science books on the left and underlined (in some cases it will be staff written or printed)

The learning intention will be labelled as LI and underlined

One line space will be left between the date & title and then work **in YR and KS1**

One line space will be left between the learning intention and the work **in KS2**

Y1 -will start a new page for each new piece of work.

Y2 – will underline the last piece of work and then a new piece is started.

Y3-6- will underline the last piece of work and then a new piece is started in mathematics, topic, English and science books. In writing books a new piece of work will begin on a new page.

When writing in paragraphs one line will be left between each new paragraph

When sticking sheets into books they will be trimmed and flat (not to be folded unless it is unavoidable)

Ruled lines without arrowheads will be used by the pupils to label diagrams. When writing around and labelling diagrams writing should be horizontal.

Pupils will not doodle on pages or on the covers of their books.

Felt tips should not be used directly into books (only on sheets),

Coloured pencil crayons will be used in books and particularly for map work.

Pencils used on any work should be suitably sharpened.

Pupils to make any corrections within their text (such as adding in punctuation) will be completed using a red colouring pencil.

Any work which is numbered will be within the margin with one bracket, e.g

1)

2)

In Mathematics books

All mathematics work will be completed in pencil including homework.

Work will be numbered using brackets and **leaving 1 square** before a calculation.

Calculations will be set out across the page with no more than three on one line.

By the end of Y1 each figure should be placed into it's own square including decimal points.

All lines, including within a vertical calculation are to be drawn with a ruler.

Grids for the grid method are to be drawn with a ruler, allowing enough space within each section of the grid.

Marking in mathematics books will show a tick when an answer is correct and for **Y3-6** a cross to indicate an incorrect answer and if appropriate the correct answer written down.

In Y1 a dot will be used to show an incorrect answer and any incorrect numbers will be circled.

In Y2 a small cross will be used to indicate an incorrect answer, a line will be placed underneath and the correct number written above.

Handwriting

Pencils will be used in handwriting and in all books **in KS1**.

A blue handwriting pen can be awarded by the class teacher **in KS2** if the handwriting is neat and fluent and can be used in all books except for mathematics and when drawing graphs, diagrams and tables.

In handwriting the Sassoon font will be used in all year groups. It will also be used to model writing, produce worksheets and labels for displays etc **in KS1**.

In KS2 pupils will be encouraged to develop their own fluent, neat and legible style of writing in their books and will be exposed to different fonts to prepare them for reading texts with different writing styles.

From **Y2-Y6** handwriting will be practised in small red handwriting books.

Handwriting will be joined **from Y2** onwards once the Pupils can form letters correctly.

In YR and Y1 handwriting sheets will be used to practise handwriting.

In YR and KS1 Handwriting will be practised daily in letters and sounds

There will be a focussed handwriting activity once a week in **YR and Y1** and twice a week **in Y2**.

Equipment

The class teacher will be responsible for ensuring all equipment is provided necessary to ensure continuing high standards of presentation such as:

Straight rulers

Pencils

Sharpeners

Pencil grips or specially shaped pencils (where appropriate)

Sloping boards (where appropriate)

Glue and scissors (including left handed scissors)

Handwriting pens

Pencil crayons

Handwriting books/ sheets

Monitoring of presentation policy

Presentation will be monitored by the all subject co-ordinators when completing book scrutinies and by the headteacher and other members of SLT on a regular basis through:

- Informal visits to classrooms
- Learning walks
- Lesson Observations
- Pupil interviews

If pupils fail to follow the expectations in this policy:

Teachers are expected to reinforce the presentation policy as good presentation is an integral part of learning behaviour. Pupils will be expected to tidy up or redo their work during their own time if the policy is not being followed. Parents/carers will be informed during parents' evenings and informal meetings if the presentation of their child's work (including homework) consistently falls below an acceptable standard.