



STAR ACADEMY SANDYFORD.



PRESENTATION POLICY

Aims.

We insist on the highest standard of presentation of work in order to:-

- establish high expectations and pride in everything we do.
- create a clear and consistent set of guidelines for the presentation of children's learning.

Objectives.

- To motivate all children to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure every child knows the standard of presentation that is expected of them.

Expectations for Teaching Staff

You are the most important role model for presentation and high expectations.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- 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 and not folded.
- If a child is away please ensure that their book is marked with 'absent' and write the date and Learning Objective.

Expectations for Children

Use of pencils and pens

- Pencil should be used in **all** Maths books.
- Pencil should be used for all drawings, tables, diagrams and lines for labels.
- Margins in books and on paper should be drawn in pencil if required.
- Pens should be used for written work as soon as possible from Year 5 onwards at the point where the teacher judges the child's handwriting to be sufficiently

neat and fluent.

- Pens must be fibre tip.
- If colour is required in books, e.g. to highlight work or for presentation purposes, then colouring pencils should be used (no felt tipped pens). Felt tipped pens may be used for special work, e.g. posters, leaflets, display, etc which are not in books. Colouring is discouraged in Key Stage 2 unless it has a specific educational purpose.

Expectations for Layout

Foundation Stage/Key Stage One:

- Titles/WALTs and dates for work may be typed out or written into books by an adult, although as the children progress through KS One (especially in Year 2) children may be encouraged to adopt the practices for Key Stage 2.
- Staff should model the expectations for Key Stage 2 when typing or writing the date and title/WALT.

Key Stage Two:

LITERACY

- The date is written on the second line on the left hand side of the page. The full date, (day, date and month) is underlined with a ruler. e.g. Monday 13th September
- The title should be the WALT (We Are Learning Today), placed on the line underneath the date, and underlined with a ruler. e.g. WALT: to use adjectives in a character description
- A line is missed before the work is continued. If numbers or bullet points are used, they should be placed in the margin.
- If errors are made, a clear pencil line is to be drawn through the word, phrase or sentence, using a ruler. Use of rubbers by children is to be discouraged, although they may be used at the teacher's discretion.

MATHS

- The date is written on the first full line of the book on the left hand side. The date (in numerals) is underlined with a ruler. e.g. 13.9.10

- The title should be the WALT (We Are Learning Today), placed on the line underneath the date, and underlined with a ruler. e.g. WALT: to solve 2-step word problems
- A line is missed before the work is continued.
- Only one numeral is placed in each square to encourage place value and neatness.

All other subjects will follow the guidelines as per Literacy.

Classroom Organisation and Resources

- All classrooms should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils that are in good working order and ready for the children to access and use.
- Each room will be organized and tidy to ensure the children can produce their best work. .
- Children and staff should check the floor and other surfaces before leaving the room eg at break time for spare equipment

Outcomes of Presentation Policy

Children of all abilities are 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.

Progression in presenting work between each class is evident and understood by all children and adults.

Monitoring of Presentation Policy

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