



Presentation Policy

February 2023

Excellence together with Christ at the centre

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school, which all children recognise, understand and follow. This policy is to be used alongside the handwriting policy.

Application

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.

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen.' It should be a main focus of all staff to model high standards of presentation through their own presentation.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work of a high standard of presentation both in class and also on display boards around the school
- Ensure good presentation is recognised, shared and celebrated
- Sharing of improved presentation with Good News Notes, twitter and Star Awards
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and the sequence of joins. All children will need to be taught how to write in a cursive style.
- Pen licence – this is awarded to children when they demonstrate a clear and consistent style in numerous pieces of writing. The Head teacher decides if the presentation meets the standard and awards the Pen Licence during Awards assembly

General guidance

- All drawings and diagrams should be in pencil
- Felt pens/ gel pens etc... are not to be used in exercise books
- Coloured pens are used for specific reasons, directed by the teacher
- Adults provide written feedback in green ink
- Pupils' self-correct/edit in purple pen
- Only pencil crayons are to be used in exercise books for colour
- One single line is used to cross out errors, not rubbers
- Correction pens are not used
- Pupils use a ruler to draw lines or to underline
- All exercise books will have a plastic covering and the correct subject cover
- All exercise books will have the correct feedback symbols included on the inside cover
- No writing on covers other than the child's full name, which must be written by an adult in cursive script
- No doodling on covers or pages within the exercise is allowed
- All pieces will be dated and may include an LI in line with the current Feedback Policy.
- If learning needs to be completed on paper and stuck into a book, then the paper is trimmed to fit the page beforehand. Once completed, it is stuck onto the page neatly, ensuring no overlap.
- All adults model cursive script when providing written feedback or when modelling writing in class including the date, LI, etc. Print may be acceptable depending on the purpose e.g. word bank or vocabulary list.
- Margins to be ruled in pencil. Date and any LI to be underlined in pencil (or pen where the pupil had a pen licence) using a ruler.

Display work

- Lettering should be clear and cut out neatly, backed and laminated
- All display work should be of the highest standard; correct spelling of words, presented in-line with the handwriting policy and clear to read
- All display pieces should be backed onto card
- All pieces must include the child's name
- All pieces must be stapled to the display board. This does not include 'working walls'

Monitoring

Presentation will be regularly monitored by the Phase Leaders and Senior Leadership.