

William Stockton and Wimboldsley Federated Primary Schools

Presentation Policy

<u>Aim</u>

To establish high expectations and pride in everything we do – both of ourselves and of the pupils. To create a clear and consistent set of guidelines for the presentation of pupils' learning.

Objectives

- •To motivate each individual to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Teaching Staff

- Use the resources available to you, e.g. on the whiteboard lines and grids to model good practice
- All handwriting which is on display for the pupils on the interactive whiteboard, books, flip charts, display should be legible, consistently formed, neat and follow the school handwriting policy
- All pupils' work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- Make sure that pupils clear work surfaces and the floor before leaving the room to reduce waste of resources.

Expectations for Children

<u>General</u>

- All work is dated and titled (Date, Underline, Miss a line, Title, Underline, Miss a line, Start)
- Use a ruler for ALL straight lines
- Only start a new page if there is no space on previous page
- Year 3-6 Black pen, Mathematical work in pencil.

<u>Maths</u>

- Date is written in figures
- Divide page in half (when appropriate)
- Number each question
- One digit per square

- Write and draw in pencil- no rubber one ruler drawn line to cross out with
- Working out to be shown clearly in the book

English

- Handwriting to be taught at 3 times a week.
- All pupils consistently joining their handwriting by end of year 2.
- Presentation triangles used
- A presentation triangle in pink means good presentation. A presentation triangle in green means presentation improvement is needed

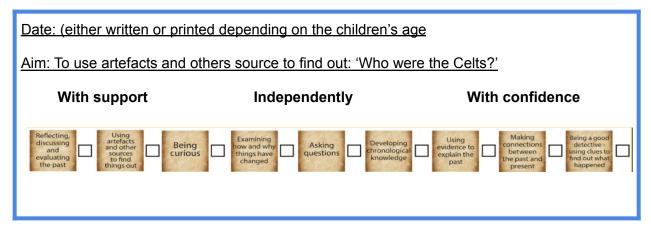
In all subjects, work needs to be:

- Clearly dated
- Have an aim
- Have a skills strip that shows the subject specific skills that children are using in that lesson.

In lined books - **Science and RE** - the date and aim can either be printed as below (y1-3) or written y4-6.

The subject specific skills strip should then be placed underneath the aim to identify the skills that are being used.

In books where the aims need to be printed: **Geography**, **History**, **DT** and **Art** they need to look like the ones below.



Indicate whether the work has been completed independently; with confidence; or with support by circling the one that shows the level of support.

Where floor books are used, an aim and the skills will also need to be clear.

Conclusion

The presentation policy is consistent and effective and ensures that children are able to progress in all subject areas.