



William Stockton and Wimboldsley Federated Primary Schools

Presentation Policy

Aim

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

General

- 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.

Maths

- 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.

Date: (either written or printed depending on the children's age)

Aim: To use artefacts and others source to find out: 'Who were the Celts?'

With support			Independently			With confidence											
Reflecting, discussing and evaluating the past	<input type="checkbox"/>	Using artefacts and other sources to find things out	<input type="checkbox"/>	Being curious	<input type="checkbox"/>	Examining how and why things have changed	<input type="checkbox"/>	Asking questions	<input type="checkbox"/>	Developing chronological knowledge	<input type="checkbox"/>	Using evidence to explain the past	<input type="checkbox"/>	Making connections between the past and present	<input type="checkbox"/>	Being a good detective - using clues to find out what happened	<input type="checkbox"/>

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.