



PRESENTATION POLICY

Rationale

All work done at Highfield Community Primary School is valued as important. Excellent presentation of work is therefore a priority, serving to give a sense of pride in achievement and a means of valuing the people who will share it. All staff and children have a clear understanding of the Highfield Standard.

Aims

Good presentation of work is important in order to encourage children to:

- Be proud of their achievements, by doing their best work and presenting it well.
- Value every activity.
- Respect the equipment they are given, by using it carefully;
- Do their best quality work, in order to enhance their school environment.
- Develop a good work ethic.

Responsibilities

There is a shared responsibility for ensuring that care is taken in presentation throughout the school.

The adult's role:

- Have high expectations of children's work and the way it is presented.
- Regularly remind children of expectations for presentation and finishing off work.
- Regularly remind children of how the work should be set out.
- Provide good quality equipment for children and explain how and when it is to be used.
- Ensure the children are not given a lot of worksheets so they develop their presentation in all subject areas.
- Be aware of their own writing and presentation.

The children's responsibility is to:

- Do their best work all the time and take pride in it.
- Complete work accurately.
- To not scribble on books and deface them.
- Respect the work of others.
- Listen to and follow instructions for presenting work neatly.

General appearance of books

- Handwriting - legible and letters correctly formed (Children and staff)
- Children should be taught to form letters correctly in Rec and Y1 should be taught to join letters from Y2 when appropriate.
- Teacher's handwriting should reflect the policy.
- All pieces of work should reflect the Highfield Standard, if the standard is not met, work will need to be re-done during the lesson, if time. If not, work will be completed at playtime or dinner time under the supervision of an adult.

English

Use of pen and pencil

All children will write in pencil until their handwriting is neat and letters are correctly formed. Children can achieve their pen licence in KS2 at the Teacher's discretion

Starting a new piece of work

- A new learning objective will start on a new page in KS1 and in KS2
- The work should be set out as follows:
- Date underlined on top line, on the left, title/objective underlined on the next line, miss a line and then start the work
- Both the date and LO should be spelt correctly with capital letters used correctly.
- During extended writing pieces, the short date will be written in the margin.

Date & LO

- A date will be included on each piece of work, at the top and on the left.
- Maths - short date, all other subjects - full date
- Year 1 - date and LO to be stuck in.
- Year 2 - Autumn term - date & LO to be stuck in. Spring term - write own date & LO stuck in. Summer term, pupils will write their own date and LO if appropriate.
- Children in Y2 will develop writing the day, date and month throughout the year and write the title/objective by the end of term 3 (Teacher's discretion for SEN)
- Y3-Y6 will write the day, date and month and objective
- SEN children do not need to write the date or LO, completed by T/TA

Underlining

- Year 2 will develop the skill of underlining of the title throughout the year.
- Year 3 - 6 will underline the date and title with a ruler correctly.

Front Cover

- KS1 teacher will use the school printed labels for pupil's name, class, year group and teacher
- No other annotation will be allowed on the front cover.

Worksheets

- Worksheets must be stuck in books neatly, so they do not stick out of the workbook. Worksheets must be cut to size or folded neatly to fit. Colour photocopied worksheets should be kept to a minimum.
- Worksheets in all areas of the curriculum are to be kept to a minimum.

Maths

Work to be completed in PENCIL

Layout

When using rough books, children will be encouraged to put 1 digit in a square.

Date

Short date at the top in both work books and rough books

Front Cover of work books

- Pupil's name, the subject and the Year Group/class is to be on the front cover.
- All labels on the front page should be typed and kept up to date.
- No other annotation to be allowed on the front.

OTHER SUBJECTS follow the policy above.

Writing tools

- In order for the children to present their work well they need the right tools.
- Therefore:
- in the Early Years, children use a wide and creative range of writing tools to develop an appropriate pencil grip
- in KS1, children will use pencil in their books
- in KS2, children will use pencil until they are
- are consistently fluent and competent in their handwriting they begin to use pen
- pencils are used in all maths books throughout the school
- colour pencils, not felt tip pens are to be used in work books

- Pencils should be kept sharpened and any small pencils should be thrown away.
- KS2 will use a purple polishing pen for editing and KS1 will use a purple pencil.

Display

All display should reflect the highest standards of work, as it is a model for children to aspire to. It is a celebration of children's best efforts.

Reviewed - March 2019

Next review due - March 2021