

Padstow School  
**Presentation Policy**

Date becomes effective: September 2018

Next review date: September 2019

Person responsible for implementation: Head of School

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Presentation of work is critical to its quality. Pupils need to be given the appropriate skills to present work well. Excellent content can be severely devalued by poor presentation.

### **Aims:**

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.  
To create consistency in standards of presentation across the school.  
To provide a baseline for judging acceptable standards of presentation.

### **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.

### **Expectations for Teaching Staff:**

Remember – you are the most important role model for presentation and high expectations! Use the resources available to you eg. on the IWB – lines, grids to model good practice.

All handwriting which is on display for the pupils – on the interactive whiteboard, books, flip charts, display – should be joined (KS2), legible, consistently formed and neat.

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 - this engenders a 'tidy desk/tidy presentation' policy in all we do.

### **Expectations for pupils:**

#### **Book covers should indicate:**

Child's full name

Class number and teacher's name

Subject

Year Group identifier

Pupils should **not** write on the covers of their books. **No doodling or graffiti.**

#### **Date of work in books:**

All work should begin with the date.

For English this should be written in the following way: Tuesday 10th September 2018.

In all other subjects the short date can be written in the following format: 10.9.18.

(Teachers should use their discretion for pupils who find writing physically challenging.)

For KS1, pupils work towards this standard as soon as they are able. Until then an adult should write the date for them or stick in labels / Learning Objectives with the date on.

Date to be written on the **LEFT** side of the page and underlined with a ruler.

### **LO and Title of work in books:**

It is not necessary for pupils to write the learning objectives in their books for each piece of work themselves. This can be done by an adult or can be stuck in the books. Each piece of work must have a learning objective in the format, ***I am learning to....***

If LOs are printed, they should be printed, cut to size and stuck in neatly at the top of the page.

Titles should be left aligned and underlined with a ruler.

**Titles** must be in normal sized writing. **Not large!**

For younger pupils, teachers are encouraged to work towards this standard as soon as pupils are able.

### **Presentation of work:**

Miss a line under the title.

Write on the lines not in the margins.

Insist upon one digit in one box in Maths.

Felt pens should never be used in exercise books.

Pupils should not rule off on completion of a piece of work nor sign it as 'The End'.

No writing on the very bottom of the page under the final line.

Space should be left for teacher's comments and pupils' responses (Personal Practice).

### **Handwriting:**

All staff to use the *Collins* scheme for letter formation guidance.

All pupils should write in pencil in their books until teachers are satisfied that they can consistently write in a fluent cursive style. They should then be awarded a pen to write with and given a pen licence.

The pen licence should be taken away if the presentation of the work becomes of an unacceptable standard and returned when work returns to an acceptable standard.

Pupils will be given a handwriting pen for use in their own work in school, except for mathematics where **all** work must be completed in pencil.

### **General presentation:**

Pupils should use pencil crayons when illustrating work in books **never** wax crayons or felt tips.

Adults should have consistently high expectations for a good standard of presentation overall.

Errors should be crossed out with a single pencil line.

Pupils may use rubbers at the teachers' discretion – but taught how to use them correctly.

A child should not "doodle" or in any other way mark any of the pages in their exercise books.

Worksheets must be trimmed before being stuck neatly into books. Children should be taught how to do this.

**Teaching Boards (e.g. whiteboards and Interactive Whiteboards):**

Remember pupils are copying you!!

**Date:**

Full date and digital date underneath – both underlined

Both dates left aligned

**Title of work:**

Left aligned and underlined

**Handwriting:**

Teachers **must** model the appropriate handwriting style (cursive where appropriate) whenever they are writing for the class unless this mitigates against pupils' ability to read the text. Make sure you take the care you will expect them to take.