

# St John's Catholic Primary School



## Presentation Policy

*"I am the vine, you are the branches."*

### **Purpose**

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

### **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 (e.g. a child with physical difficulties writing).

### **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 at the start of each academic year and then be referred to periodically throughout the year.

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

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, House Points, Headteacher awards)
- Sharing of good work in whole school assemblies.
- 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 cursive handwriting. Children will need to be taught how to write in a cursive style.

### **General rules**

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. purple pen for self correcting & editing
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and corrections pens are not used.

### Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

### Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Standard's Reviews
- Lesson Observations
- Pupil interviews

Date Agreed:  
September 2018

Date Reviewed:  
September 2019

### Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term of Reception.

### Dating work

- Work will be dated by an adult.

### Writing equipment

- Children will always write in pencil in books.
- Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

### Learning Objective

- Adults will add the learning objective until children are capable of adding this independently.

### Staff will encourage

- Staff will emphasise correct letter formation and left to right orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

## Year 1

### Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

### Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

### Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this.**

### Dating work

- In maths the short date is used, e.g. 16.03.18
- In English/RE & Foundation Subjects children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8<sup>th</sup> September e.g HA by Christmas, MA by Easter and LA by the end of the Summer term.*

### Writing the Lesson objective

- Children will work towards writing the LO/title. Ideally by the summer term, earlier if possible, ( see guidance for the date above)
- This may be stuck into the book.

### Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

### Care of Books

- Children will not doodle on pages or on the covers of their books

## Year 2

### Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

### Handwriting

- Handwriting will be taught on a regular (at least weekly) basis and correctly letter formation will be reinforced through other work (English, topic, maths books).
- Handwriting books will be used for this.

### Indicating errors

- Children will indicate an error with one neat line through work.

### Dating work

- In maths the short date is used, e.g. 16.03.18
- In English/RE/Foundations Subjects the longer date is used, e.g. Monday 8<sup>th</sup> September.

### Writing the LO

- Children will write the LO/title.
- This may be stuck into the book for SEND children.

### Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

### Care of Books

- Children will not doodle on pages or on the covers of their books

## Years 3 and 4

### Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used (except for 'Purple Pen' polishing/editing).
- Children will not use gel pen.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper

### Handwriting

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.
- Handwriting books will be used for this.

### Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

### Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 16.03.18
- All other work has the long date, e.g. Monday 8<sup>th</sup> September

### LO

- Title to indicate work content - usually the learning objective
- Title underlined with a ruler.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

### Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- A margin to be drawn 3 squares wide

### Care of Books

- Children will not doodle on pages or on the covers of their books.

## Years 5 and 6

### Equipment

- Children need still to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used (except for 'Purple Pen' polishing & editing).
- Children will not use gel pen.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper.

### Handwriting

- Handwriting will be taught on a regular (at least weekly) basis for children who are not forming and joining letters correctly.
- Handwriting books will be used for this.

### Indicating errors

- Children will indicate an error with one neat line through work (children will need to be reminded how to do this).
- Tippex or correction fluid is not to be used.

### Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. *16.03.18*
- All other work has the long date, e.g. *Monday 8<sup>th</sup> September*

### Title of work

- Title to indicate work content - usually the learning objective.
- Title and date underlined with ruler.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

### Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- A margin to be drawn 3 squares wide

### Care of Books

- Children will not doodle on pages or on the covers of their books.