

Hutton Rudby Primary School

Presentation Policy 2017

**Aims**

• To establish high expectations and pride in everything we do – both of ourselves and of

the children.

• To create a clear and consistent set of guidelines for the presentation of children’s

learning.

**Objectives**

• To motivate each individual to present their work in the best possible way.

• To enable children to recognise work that is presented to a high standard.

• To ensure each child knows the standard of presentation that is expected of them.

**For Teachers**

• To create consistency in standards of presentation across the school.

• To provide a baseline for judging acceptable standards of presentation.

**Expectations for Teaching Staff**

**Remember – you are the most important role model for presentation and high expectations.**

♦ All teacher handwriting which is on display for the children – on the interactive

whiteboard, books, flip charts, display – should be joined, legible, consistently formed and

neat and in line with the school handwriting policy.

♦ All children’s work must be marked using the agreed marking policy.

♦ When sticking work/labels/headings in books ensure they are straight and cut to size and

do not overlap the page.

**Expectations for Children Maths**

♦ Underline all Objectives, dates and titles with a ruler. In KS1 Learning objectives can be

stuck into books

♦ A six-digit short date should be used as appropriate and written in the top left hand

corner of the page, e.g. 11.11.16.

♦ Don’t cross out your work, either use a rubber or put a neat line through the mistake with

a ruler.

♦ Always write in pencil making sure the pencil is sharpened.

♦ Take great pride in your work.

♦ Write all question numbers in one square box per digit with a single bracket to signify a

question number.

♦ Always use one digit per square.

♦ Always use a ruler whenever drawing lines, shapes, angles, answer boxes or underlining.

♦ Calculations involving decimals should see the point written in the centre of the square

between the squares used for the units and tenths digits.

♦ When using vertical/column layout, the answer should have ruler lines above and below

an answer with the operation sign to the left or right in a separate column.

♦ The previous piece of work should be ruled off using a ruler.

♦ Answer all improvements in purple pen.

**Expectations for Handwriting**

♦ The Letterjoins scheme is the agreed scheme for teaching handwriting from Reception to

Year 6.

♦ Use the right size letters when you need to – capital letters at the start of

sentences and for proper nouns.

♦ There is an expectation that all children will use joined up handwriting by the end

of Key Stage 1.

**Expectations for Children Literacy**

♦ The date is written **in full** in English book on the top line of the page *e.g. Friday 11th*

*November 2016*

♦ The date must be underlined with a single line using a ruler.

♦ A line should be missed after the date and the title should be written centrally on the

page. The title/Learning objective should also be underlined with a single straight line

using a ruler.

♦ Miss a line under the Title/LO and start at the margin.

♦ To indicate new paragraphs, children should miss the next line and begin writing after an

Indent (Indent no bigger than the size of margin).

♦ If a mistake is made, a rubber is to be used or one neat line is to be drawn through the

mistake.

♦ Years R – 4 write in pencil making sure the pencil is sharpened. Children will work towards

earning a handwriting pen in Year 3 and 4.

♦ In Year 5 and 6 the children will write in handwriting pen.

If they make a mistake, children should write the correct word or phrase next to the

mistake with their purple pen.

♦ Write all question numbers for comprehension questions in the margin.

♦ Answer all improvements in a purple pen.

If a piece of work is not completed to the highest quality then children will need to start the work again on a new page.

If any of the books provided by the school are defaced or ripped purposely a letter will be sent home and a new exercise book will need to be purchased by the parent/carer.

**Outcomes/Impact of Presentation Policy**

• Children of all abilities are able to present their work to the highest possible standard

increasing their confidence and self-esteem.

• There is consistency across the school in terms of the standard of presentation expected.

• Progression in presenting work between each class is evident and understood by all

children and adults.

**Monitoring of Presentation Policy**

• The Senior Leadership Team will look at examples of children’s work alongside work

sampling on a termly basis to ensure that the policy is being implemented consistently.

This ensures that the policy leads to good practice in facilitating effective feedback,

learning and teaching.

Policy completed by Head teacher: November 2016

Policy reviewed: November 2017