



# **Presentation Policy**

**Written by The Staff of Durand**

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# Durand Primary School

## Presentation Policy

At Durand Primary School we believe that neat, well-formed handwriting and presentation of written work helps to raise standards as pupils take pride in, and have a sense of ownership of, their work.

Presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work. How work is presented will depend on the learning purpose and the audience.

### Aims and objectives

- To establish high expectations and pride in everything we do – both ourselves and the children.
- To create a clear and consistent set of guidelines for the presentation of children's learning.
- 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.
- To create consistency in standards of presentation across the school.
- To have a consistent and progressive approach across Foundation stage and KS2 in the teaching of handwriting and presentation skills.
- To maintain a consistent approach towards handwriting and presentation by all adults when writing in children's books, on the whiteboards, on displays and one's resources.

It is very important to ensure consistency towards presentation of work across the school. Staff should focus on the following guidelines to ensure this consistency, taking into account age and ability of children where necessary.

### Foundation Phase

Teachers date children's work in Reception. In Year One, children work towards writing the short date independently by the end of the year using a pre-cursive text. By the end of Year 2, children write both long and short date independently depending on the subject being taught.

### Literacy and other subjects

- Pencils to be used by the children.
- Errors will be crossed out with a single line in pencil.
- No felt tip pens are to be used in exercise books.
- Titles to be used for all written work. In Reception this will either be written by the teacher or stuck in. In Year 1 this will be the same as in Reception however pupils will work towards writing their own title, depending on ability, during the summer term. In Year 2 pupils will write their own titles.

## **Mathematics**

- Pencils to be used by the children.
- Where grid lines are used, children write one digit per square.
- Errors will be crossed out with a single line in pencil.

## **Key Stage 2**

Children write the short date for all maths work and the long date for English and other subjects in English. However they will write the date in Welsh in their Welsh books.

## **English and Other Subjects**

- The date will be written on the left side of the page, on the top line, in cursive handwriting and underlined with a pencil and ruler.
- The Learning Objective will either be written or stuck in under the date with a line space in between.
- If a marking grid is used the Learning Objective will be recorded on this and the grid will be stuck under the date at the beginning of the piece of work.
- If a title is required it will be written under the Learning Objective / marking grid with a line space in between.
- Children will write on every line
- Children start each new piece of work on a new page.
- Children to use short date, underlined, if work continues on to the next day.
- Errors will be crossed out with single line in pencil.
- New paragraphs will be indicated by missing 1 line in Years 3 and 4 and will progress into indentation in Year 4, if ready, but definitely in Years 5 and 6.
- Pencils to be used at the start of KS2 moving to handwriting pens when the teacher thinks they are ready. All children in Year 5 and 6 to use pen.
- Diagrams are to be drawn in pencil and labelled with ruled lines in pen or pencil, depending on year group.
- No felt tip pens are to be used in exercise books.

## **Mathematics**

- Where grid lines are used, children write one digit per square.
- Any words are to be written correctly in cursive handwriting.
- Short date and Learning Objective go at the top of the piece of work on the left.
- Children start each new piece of work on a new page.
- Errors will be crossed out with a single line in pencil.
- Pencils to be used at the start of KS2 moving to handwriting pens when the teacher thinks they are ready. All children in Year 5 and 6 to use pen.
- Pages will be folded if appropriate for purpose.

## **Books**

- Children are expected to look after their books and keep them well presented. Any work completed on separate sheets will be either trimmed and glued in or folded neatly in half and glued in. This will ensure that the edges of the books are neat.
- Children are not to doodle on the front of their exercise books.
- Every exercise book will be given a title label.

## **Pencils and Pens**

- Pencils should be used in the Foundation Phase and in Key Stage 2 until a pen licence has been issued.
- Pens should be used for all written work as soon as possible from Year 3 upwards at the point where the teacher judges the child's handwriting to be sufficiently neat, fluent and cursive. Children will be awarded pen licences from Year 3 upwards.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

## **Handwriting**

From the beginning we teach our pupils to use joined handwriting by including the joining arms. In the Foundation Phase and Lower Key Stage 2 pupils have discreet handwriting lessons. In Years 5 and 6 this will be with focused groups only.

We use the letter formation font CCW Cursive Writing 5 for pre-join handwriting and Xccw joined 5a from 'Join it' for cursive writing.

Teachers, Teaching Assistants and other adults in the classroom will use every opportunity to model correct handwriting and presentation skills expected from the children. It is pointless to provide the children with handwriting lessons if the whiteboard or feedback through marking model does not match the required handwriting style.

- Date and Learning Objectives on the whiteboard will be modelled in the style of writing appropriate to the Year group and underlined.
- Marking in children's books will model the correct handwriting and presentation expected.
- Any other opportunity to model correct handwriting and presentation will be used – display boards, labels, other classroom displays.

## **Monitoring and review**

Pupils 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 pupils and adults.

The Senior Leadership and Management Team will look at examples of children's work on a regular basis and during book scrutiny to ensure that the policy is being implemented consistently. Presentation will be monitored as part of our regular monitoring and evaluation schedule.

This policy will be reviewed by the governing body every two years, or earlier if necessary.

**Headteacher:**

**Chair of Governors:**

**Date:**