



PRESENTATION OF WORK POLICY

REVIEWED DATE : MARCH 2023

MINUTE NUMBER APPROVAL : 1869/2

NEXT REVIEW DATE : FEBRUARY 2025

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, Green cards, Headteacher awards)
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a regular basis (at least twice a week). The focus of these lessons will be correct letter formation and cursive handwriting according to the Nelson scheme. Children will need to be taught how to write in a cursive style following the scope and sequence as outlined in the Nelson scheme. Handwriting should link to phonics and spellings.

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
- 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 subject co-ordinator and the Senior Leadership Team on a regular basis through:

- Work/book Scrutinies
- Learning Walks
- Lesson Observations
- Pupil interviews

Date Agreed:

February 2019

Date Reviewed:

February 2021

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 FS2.

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.
- 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 and 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 and joins 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. 16.03.03
- In English 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 8th September

Writing the Lesson objective

- Children will work towards writing the LO/title ideally by the summer term, earlier if possible.
- This may be stuck into the book along with Steps to Success/Success Criteria but must be stuck in neatly

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 twice weekly) basis and correct letter formation and joins will be reinforced through other work (English, topic, maths books).

Indicating errors

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

Dating work

- In maths the short date is used, e.g. 16.03.03
- In literacy the longer date is used, e.g. Monday 8th September.

Writing the LO

- Children will write the LO/title.
- This may be stuck into the book along with Steps to Success/Success Criteria but must be stuck in neatly

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

Work/Exercise Books:

- All staff must use the agreed colours of books for each subject area and differentiate the size of line/square etc according to age and ability.