



*We are a nurturing Christian family, where everyone aspires to achieve their own unique potential*

Love, Integrity, Fellowship, Endurance

## **Presentation Policy**

This policy was written following consultation with staff, governors and pupils. It should be read in conjunction with the Marking and Feedback Policy. Next review will be January 2021.

### **Why have a presentation policy?**

- To ensure consistency of presentation of work across the school, including handwriting.
- To ensure all stakeholders are aware of the expectations for presentation.
- To ensure children take pride in their work.

### **How is handwriting taught?**

- ‘Letterjoin’ is the agreed scheme of work for teaching handwriting across the school.
- Regular explicit handwriting lessons will be undertaken across a week, using resources available from Letterjoin and from teacher modelling.
- Handwriting lessons will be short and focused, possibly linked to other spelling, grammar or phonics objectives.
- Pupils will be allowed to use pens for their writing once their handwriting has met expectations.

### **What are the expectations for presentation in books?**

- Each day’s work should start on a new page.
- Each page should have a margin, which will be used, for example, for question numbers, quick marking symbols etc.
- The date should be written each day (long date for English and Topic books / Short date for Mathematics and foundation subjects).
- The Learning Objective (LO) should be written at the top of the page.
- The LO and date may or may not be underlined – this is at the teacher’s discretion and may be age-related (i.e. time taken to underline may use up ‘learning time’).
- Any marking should be responded to in purple pen as part of the ‘Reflection Section’ (this may be on the previous day’s page). If no next steps marking needs a response, there should

be a starter activity, again completed in purple pen to differentiate it from the day's main objective.

- Spacing between lines / size of squares should be appropriate for each child's presentation ability, and should reduce over time to 8mm as a standard.
- All writing should start at the margin, and should be 'on the line' with appropriate lead-in and lead-out cursive handwriting. A new paragraph should be signified by missing a line.
- Work in mathematics will be completed on the basis of 'one digit per square'.
- The space at the bottom of pages should not be written in.
- Children should use pencil for all work, until such a time that they have earned a Pen Licence. Following this, writing may be completed in pen, but mathematics will continue to be completed in pencil. Felt pens should not be used in books.
- The 'O' of the 'LO' should be RAG rated at the end of lessons, in line with the marking and feedback policy.
- Any mistakes should be crossed out with one straight line (using a ruler where more than one or two words) and re-written correctly. Rubbers should not be used except for correcting mistakes in drawings / diagrams etc.

### **What monitoring will be completed?**

The contents of this policy will be monitored regularly by the Senior Leadership Team through 'book looks', and 'workshares'. It will focus on the effectiveness of the presentation being seen in children's books. Any issues with the quality of presentation will be discussed with the relevant adult and followed up.

*Appendices below show a summary of the points above, including exemplars of children's work. These should be displayed in classrooms.*