

## Presentation policy

### **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**

- Staff are the most important role model for presentation and high expectations.

Use the resources available to you e.g. lines and grids on the Interactive Whiteboard model good practice.

- All handwriting which is on display for the children -on the interactive whiteboard, books, flip charts, display should be joined, legible, consistently formed and neat.
- 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. (no sheets should stick out of the side of the book)
- A guillotine must be used and not a ruler to cut pages. (Have them cut to size before giving to the children.)

- Any folded sheets must be straight and lined up with the margin.
- If a child is away, please ensure that their book is marked with 'absent' and write the date and WALT.
- Teachers must write on the cover of all pupil books in **black pen**.

### **Literacy books**

- Pupils will use pencil until they 'earn' their pen licence. Children will only get their pen license once they are consistently using joined handwriting. Pupils should be aiming to use pens in year 5 onwards.
- The date (in full should be on the top line)
- Underneath the date should be the VCOP starter for that day.
- The WALT should be written underneath the VCOP starter. (This should be ticked accordingly by the teacher)
- Children's targets should be clear in the target sheet at the end of the book.
- The marking symbols are stuck in the back inside cover of the book.
- All work marked must follow the marking policy.

### **Maths books**

- All work in maths book must be in pencil.
- The short date must be included at the top of every piece of work.
- The WALT must be underneath the date and will be ticked accordingly by the teacher.
- One number must be in each box.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.

- 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 traffic light system will be stuck in the back cover of the pupil book.
- Pupils will colour in one small square next to the WALT to show understanding.
- All diagrams, lines, graphs, shapes etc must be drawn with a ruler.
- Any peer or self-marking must be done in purple pencil.
- Any group work completed must include all initials of pupils and WALT/ date must be included.
- Group work can be placed in the group work folders and kept as evidence for the year.

### **Science**

- Work can only be completed in pen if pupils have earned their pen license.
- All diagrams and labelling must be completed using a pencil and ruler.
- The full date must be written at the top of every piece of work.
- The WALT must be written underneath the date and ticked accordingly by the teacher.
- Work must be marked following the marking policy.

### **Handwriting books**

- Pupils can use pen in handwriting books.
- Teachers only have to tick to show the handwriting has been looked at.
- The short date must be included at the start of every piece of work.

### **Homework books**

- Pupils will have a homework book for literacy, maths and science.
- All homework sheets must be trimmed down and stuck in by the co- teacher before the work is sent home.
- The date must be placed either on the sheet or written in short at the top of the page.

### **SEAL**

- All Seal work must be done on paper, any printed sheets must be dated and include the WALT.
- Any group tasks undertaken must include pupil initials.

- All work must be kept in a SEAL folder for evidence.

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. No pages must be ripped out of the book.

### **Outcomes 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 key stage 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 half termly to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective teaching and learning.