



Cawood Church of England Primary VA

Presentation Policy (2024)

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Date of Policy Creation	January 2024		
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Method of Communication	Website ,Server	Signed	<i>Janet Rounding</i>

Aims

To establish high expectations and take pride in everything we do.

To create a clear and consistent set of guidelines for the presentation of children's learning.

Philosophy and Purpose

At Cawood we believe it is important that children:

- take a pride in their work
- are taught presentation skills, with progression and continuity across the whole school
- have high quality materials appropriate to age and need
- are made aware of the expectations which should be appropriate to age and ability
- are positively encouraged to consistently achieve the standards set and rewarded for their efforts

Guidelines

Staff will:

- teach children the skills required for presenting work
- encourage children to take a pride in their work
- remind children regularly of the expected high standards
- use the guidance flexibly for Key stage 1 and children with SEN
- set high standards of presenting work for children

Use of pens and pencils.

- Pencils should be used in all maths books and in draft work if appropriate.
- A sharp pencil should be used for Mathematics. (2H is recommended for Y5 and Y6)
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher is happy and confident that the letters are formed correctly, as given in the handwriting policy, and the child's handwriting is consistently neat and fluent. Children are rewarded with a certificate in together time to celebrate their handwriting achievement.
- Pens must be fibre tip. No ballpoint biros or felt pens should be used for writing.
- 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. We encourage the children to use pencil crayons for their colouring and art work.

Expectations for Handwriting

- *The handwriting file* (with entry stroke) is the agreed scheme for teaching handwriting.
- Words should be joined and fluent.
- Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns.

Expectations for Layout

- The date is written and underlined on the top line at the left hand side of the page.
- The written format for the date is Monday 9th January
- Rubbers are used at the teacher's discretion.
- No tipex is used by pupils except for final drafts as directed and guided by a member of staff. Children must be supervised when using tipex.
- Leave one line between each paragraph.
- If you make a mistake, draw one neat line through the mistake and start again. Do not over-write or scribble out words.
- Write ON THE LINE. Do not write in the margin.
- Rulers must be used to underline work for best work but not necessarily for rough drafts.

Layout in Mathematics

- The numerical date should be written on each piece of work. The Learning Objective to be included when appropriate.
- All digits must be written neatly and clearly with initially one digit to each square.
- Each calculation must be clearly numbered. Calculations should be numbered using a bracket e.g. 1)
- When using vertical 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 whole page is used in the maths (journal) book.

The children rule a margin to show the area for working out calculations and problems. Children work down one side of the page and then the other side of the page.

The work is presented carefully in the maths journal but there is scope for children to make notes and recordings to help work through a maths problem or investigation. Any rough jottings may not be the child's most careful and neatest work as they may be a record of the notes made.

Success outcomes will be:

- 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 layout and the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all children and adults.

Monitoring

This policy will be monitored regularly as part of the monitoring cycle by, subject leaders and the Headteacher.