
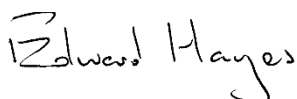


Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



PRESENTATION POLICY

Policy Date:	28/06/21	Kate Hayles Head Teacher	
Policy Review Date:	28/06/22	Edward Hayes Chair of Governors	

Sacred Heart Catholic Voluntary Academy

Presentation Policy

Aims

- 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.

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.

Outcomes of Presentation Policy

- Children of all abilities are expected to, and 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 across the curriculum.
- Progression in presenting work between each class is evident and understood by all children and adults.

For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.
- To model good presentation through marking, classroom environment and when using the whiteboard.
- To monitor standards of presentation in books across the year group.

Expectations for Staff

- Remember – you are the most important role model for presentation and high expectations! Use the resources available to you e.g on the IWB – lines, grids to model good practice.
- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed

and neat. Year 2 should model both printed and joined as appropriate. Year 1 should be mainly printed, but examples of joined writing should be used.

- When sticking work/labels/headings in books, ensure they are straight and cut to size. No pieces of paper should stick out of the sides of the books. Keep use of worksheets to a minimum.
- Marking Stickers to go in appropriate box on page.
- Marking Sticker expected for every piece of work.

Expectations for Children

Use of pencils, pens and rubbers

- Pencils should be used in all maths books.
- Pens can be used if necessary
- Pencils must be HB.
- Felt pens/ gel pens should not be used in exercise books.
- Rubbers should not be used in most work. Mistakes should be crossed out with a single line.
- Rubbers will be available in maths, art and for writing at the teacher's discretion to rub out mistakes, e.g. on graphs that cannot be easily crossed out.

Handwriting

- Teachers must follow the Nelson scheme for teaching handwriting.
- In EYFS, the initial focus will be developing gross motor skills through activities such as dough gym, brain gym, outdoor activities and PE.
- Fine motor skills will be developed through activities such as threading, tweezers and use of textures for touching.
- Children are taught pre-cursive letter formation alongside learning to write initial letter sounds.
- A variety of implements including pencils, chalks, pens and paintbrushes are used to rehearse the letter formation skills taught.
- Displays in EYFS will include examples of pre-cursive writing.
- In Year 2, children will be taught the 4 main handwriting joins.
- In Year 3 onwards, the main focus will be on building up fluency and speed and on developing a child's own personal style.

Classroom Organisation and Resources

- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring, pencils, books.
- Each room has mini whiteboards, whiteboard pens available for all the children.

Layout in Mathematics

- A new page will be started for each new piece of work
- Write the short date.
- All figures must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered with the number of the calculation in a bracket to distinguish it from working figures.
- Number lines do not need to be drawn with a ruler in Years 5 and 6.
- Maths books do not need to have margins in Years 5 and 6.

Key Stage 1

- I will write the date on the left hand side at the top of my work.
- I will not leave blank pages in my books.
- I will start a new piece of work on a new page.
- If I make a mistake I will put one neat line through it.
- I will write on the lines in my book. I will always write next to the margin.
- I will write one digit in each square of my Maths book.
- I will use a ruler to draw all lines in my Maths book.
- I will write the short date e.g 17.3.16 in Maths and the long date e.g Tuesday 17th March 2016 in other subjects as appropriate.
- I will not draw on any part of my book, including the covers.

Key Stage 2

- I will write the date and the curriculum focus in the appropriate section at the top of the page
- I will write the LO on every piece of work.
- I will write the short date in Maths and the long date in English and in other subjects as appropriate.
- I will consider how to present my work according to the purpose.
- When underlining in English, I will use a ruler.
- If I make a mistake I will put one neat line through it with a ruler.
- I will write on the lines in my book. I will always write next to the margin.
- I will use pencil in my Maths book.
- I can use handwriting pens in books if my teacher tells me to but I will not use felt pens or biros or gel pens in my books.
- I will not draw on any part of my books, including the covers.

Display Protocol

- Work on display reflects a range of abilities, celebrating individual's best efforts.
- Work on display shows the child's first name.

- All displays must have a clear title and explanation which makes clear the learning has taken place. Both typed and handwritten titles can be used.
- Think about the audience and that, even those who do not know the school, understand the purpose and context of the work.
- All displays use some examples of joined cursive script, either handwritten or typed.

Monitoring of Presentation Policy

- Regular work scrutiny by staff, including subject leaders, will ensure the policy is being adhered to. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.
- This policy will be adapted as required for children with additional needs and requirements.

***(Each year group's books should show consistency in terms of objectives, tasks and marking stickers)**