



Stockton Wood Primary School

Presentation Policy

2024-25

Approved by:	Headteacher	Date:	September 2024
Last reviewed on:	September 2024		
Next review due by:	September 2027		

To be read in conjunction with the Marking Policy and Teaching and Learning Policy.

Aims

To establish high expectations and pride in everything we do – both of ourselves and of the pupils. To create a clear and consistent set of guidelines for the presentation of pupils' learning.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

Expectations for all Teaching Staff

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.
- To model the correct handwriting and high standard of presentation when writing on the board or in children's books.
- All pupils' work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size with no over lapping or edges visible when the book is closed.
- Letter Join is the agreed scheme for teaching handwriting.

Expectations for Pupils

Use of pencils and pens:

- Pencils are to be used in all Mathematics books, ensuring they are sharpened appropriately.
 - Pencils are to be used in EYFS, KS1 and lower KS2 (Year 3-4) when writing in all subject areas, ensuring they are sharpened appropriately.
 - Pens are to be used in upper KS2 (Year 5-6) when writing in all subject areas except Mathematics. Pens need to be distributed at the point where the teacher judges the pupil's handwriting to be sufficiently neat and fluent. However, by January 2024 all Year 5-6 children will be writing in pen.
 - Margins in books and on paper should be drawn in pencil if required.
 - Purple pens are to be used to up-level and edit all aspects of work in KS2.
 - Purple pencils are to be used to up-level and edit all aspects of work in KS1.
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Expectations for Handwriting:

- Letter Join is the agreed scheme for handwriting.
- Use the right size letters when needed – capital letters at the start of sentences and for proper nouns.
- Handwriting is taught as an integral part of spelling and phonics lessons.

Expectations for Layout:

- The long date is written in words at the top left of the page in all books except Mathematics.
- In Mathematics books the short date is written at the top left of the page.
- Miss a line
- The title is written against the margin from left to right. (No label of title is needed)
- The date and title must not be underlined using a ruler
- Miss a line under the title and start the work against the margin.
- When writing a new paragraph, miss a line and start the new paragraph against the margin.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.

Layout in Mathematics

- The short date is written at the top left of the page.
- Miss a line
- The title written against the left-hand side of the page.
- Miss a line
- The date and the title are not underlined.
- Let's Learn, Digging Deeper and Reasoning and Problem Solving are all written on the left side of the page when required.
- One digit will be written in each square.
- All digits will be written neatly and clearly.
- Each calculation and subsequent answer must be clearly numbered but also distinguishable from workings out/notes.

Classroom Organisation and Resources

- Pupils should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils.
- Each room has individual whiteboards available for all the pupils.

Outcomes of Presentation Policy

- Pupils of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- The children's work shows consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all pupils and adults.

Monitoring of Presentation Policy

- All teachers will monitor the implementation of the policy with their classrooms and ensure the children are aware of the expectations.
 - The Head Teacher will monitor during celebration assembly rewards for presentation.
 - Regular book scrutinise will take place by SLT and Phase Leaders to ensure the policy is being adhered to.
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