

Misterton Primary & Nursery School

Presentation Policy

PHILOSOPHY

At Misterton Primary and Nursery School we believe that the presentation of work should be of the highest quality. It should communicate to pupils, parents and staff a message about the high standard of work we expect in our school.

AIMS

At Misterton we aim to:

- Develop in children a sense of pride in their work
- Ensure that there is a consistent approach to the presentation of work throughout the school
- Ensure that the children are aware of the high expectations regarding presentation
- Ensure that work is clearly labelled for monitoring purposes

INCLUSION

We recognise that not all children achieve the same standard in the presentation of their work, however it is important that they produce work to the best of their ability and work which demonstrates that they have followed the school's expectations outlined in this policy. Where needed children who struggle with their writing will have the date, title and learning objective written for them.

PARENTAL INVOLVEMENT

Parents/carers have the opportunity to see their child's work during visits and at open evenings when they will be kept informed of the standard of presentation of their child's work.

PROCEDURES

- All work should have the date, title and LO written onto their work
- Starting in Year 1 onwards, from February, in all subjects **except** maths and science, the date should be written in full i.e. Wednesday 24th May 2010 and start from the left hand side (from the margin across).
- In **maths and science** the date should be written in number form i.e. 4.4.10
- F2 children should write the date in number form in all subjects i.e. 4.4.10
- If work has a title this should be written in the middle of the line, below the date

- In KS2 both date and title should be underlined in pencil with a ruler
- Writing should start at the margin
- Both sides of the paper should be written on - unless it is a final piece and then the next page will be left for amendments
- When numbering questions etc. the number should be written in the margin as a number and full stop i.e. 1.
- When using squared paper no more than 1 numbers per square
- Graphs and charts should be labelled and a ruler used
- Lines should be drawn using the lines or squares on the page
- In KS2, if the child is a fluent writer, and it is appropriate, the LO can be written under the title
- Rule off after 2 lines in KS2 before starting a new piece of work
- If $\frac{3}{4}$ of the page has been used start a new page
- worksheets should be filed in clear plastic/ paper folders although it is school policy to limit the use of worksheets

Expectations should be high; work should be legible and follow the school policy.

RESOURCES

- Fibre tip-pens should not be used in books but can be used for re-drafted work, work for the wall and when appropriate according to the purpose of the writing
- Pencils should be used at other times
- Coloured pencils can be used for underlining specific words in books
- Rubbers should not be used - one ruled line through the mistake
- Pencils should be sharp
- Yellow pens for children from Y3 (Summer term) if appropriate and Y4, Y5 & 6 to use in books
- Gel pens for the children to amend work

Monitoring and Evaluation

Subject Leaders and the Senior Leadership Team will carry out termly reviews of presentation and feedback will be given.

Policy Prepared by Jane Cappleman-Jackson - Autumn 2010
reviewed - Autumn 2013
To be reviewed - Autumn 2016