

SCANTABOUT PRIMARY SCHOOL



Achieving our best together

PRESENTATION POLICY

Rationale

At Scantabout Primary School we believe it is important that children have a positive attitude to school and learning. As part of this approach we believe it is important that everyone in the school community takes pride in all that we do. This includes taking pride in how we present any written materials – in books, on displays and elsewhere.

Aims

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

Objectives

1. To motivate everyone to present their work in the best possible way.
2. To enable children to recognise work that is presented to a high standard.
3. To ensure each child knows the standard of presentation that is expected of them.
4. To encourage children to work to the best of their ability in order to promote increased attainment.

Guidelines

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 – you 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 to 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.

Expectations for Children

Use of pencils and pens

- When sticking work/labels/headings in books ensure they are straight and cut to size.
- When using pencils, ensure they are sharpened.
- Pencils should be used in all Maths work.

- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent and where the child can maintain this standard.
- Once children are writing in pen, all final pieces of work should be written in pen. Draft work can be written in pen or pencil at the discretion of teachers and bearing in mind the preference of the children.
- Children should only use pens which have been provided by the school.
- Children should use green biro or handwriting pens for their responses to marking.
- 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.
- Rubbers must not be used except in exceptional circumstances at the discretion of the teacher.

Expectations for Handwriting

- The school uses a cursive style with lead outs for the teaching of handwriting.
- Children should be encouraged to use a joined style of handwriting.
- Letters and numbers should be formed correctly.
- Children should use the right size letters, with capital letters at the start of sentences and for proper nouns.
- All writing should be on the line.

Expectations for Layout in all written work

- The short date should be used where necessary (e.g. 4.9.15)
- A line should be missed after the date and the title (where used) should be underlined with a single line using a ruler.
- At the start of a new piece of work, miss a line under the last piece of work, rule off on a line and start on a new line. Do not leave a blank page.
- Miss a line under the learning objective or heading and start at the left hand side.
- To indicate new paragraphs, children should miss a line.
- If a mistake is made, one neat line is to be drawn through the mistake. Do not over-write. Do not use a rubber.
- Write on the line.
- Use green pen for responses to marking.

Layout in Mathematics

- The previous piece of work should be ruled off on a line using a ruler.
- The title, if used, should be underlined.
- All figures must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered with the number and a bracket to distinguish it from working figures - e.g. 1). There should be at least one clear square between each calculation, both horizontally and vertically.
- When using vertical/column layout, the answer should have straight lines above and below an answer with the operation sign to the left or right in a separate column. All answers should be clear, which might involve children writing a separate final solution.
- Calculations involving decimals should see the point written in the centre of a line between the squares used for the units and tenths digits.

Rewards and Sanctions

At the teacher's discretion, children may be asked to begin a piece of work again or re-write a piece of work which does not meet the required standard.

Teachers can give "Perfect Presentation" awards in celebration assembly in line with other award certificates.

Children will be awarded special pencils (KS1) and pens (KS2) if their handwriting and presentation is of a particularly high standard.

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 school 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 as part of the rolling programme of monitoring to ensure that the policy is being implemented consistently.

Policy written by: Veronica Shaw - Headteacher

Agreed by staff and notified to governors: Summer 2015

Three year review due: Summer 2018