

Presentation Policy

Policy Statement

At East Ravensdale CofE Primary we believe it is important to instill a sense of pride in the children, which in turn should be reflected in the presentation of their work. We believe that by setting the children high expectations it will encourage them to work towards self-improvement and reach their potential in standards of achievement.

At East Ravensdale we also believe that all children's work should be marked to inform children of their achievements as well as providing them with targets to facilitate their future progress.

We aim to;

- Always make children aware of the focus aspect of each piece of work, ensuring that marking comments and feedback relate to this focus, which will be derived from the key objectives of the lesson.
- Set high standards of expectation from the children in the presentation of their work.
- Instill in the children a sense of pride in their work by making explicit, acceptable standards of presentation in their work.
- Help children to realise that presentation is not more important than the content of their work, but that it is an important aspect of their work.
- Offer the children through both oral and written comments, a caring, supportive atmosphere within which they can be guided to improving their presentation and reach their full potential.
- Provide children with constructive written feedback through the marking of their work
- Set individual targets in relation to each child's ability.
- Embed the principles of Assessment for Learning throughout the curriculum.

In order to have progression and continuity in the presentation of work it is essential there is a mutually developed policy. Therefore the following guidelines have been compiled in order to support the children in the presentation of their work at our school.

Dates and Titles KS1

- During their reception year the children will be taught to write their full names, date, month and title with increasing independence.
- During Y1 the children will be taught to put the date, month and title on their work.
- During Y2 the children will be taught to place the date, month and title and underline work. Pupils should start a new piece of work two lines after their last piece of work, unless they are already near the bottom of the page, in which

case they should start a new page.

- There is no requirement for a margin to be drawn.

General guidelines KS2

- All work is dated and titled.
- Date and title is underlined in pencil, with a straight line using a ruler.
- All work [except for work in books] should have the child's name on it.
- Photocopied sheets are trimmed by the teacher before being stuck neatly into books.
- Children should begin writing in pen as soon as they have developed a neat, cursive style of handwriting, ideally by year 4.
- An incorrect word has a straight line through it.
- Children are not allowed to doodle on their book covers and names and subject should be written on neatly in school hand-writing style, using a handwriting pen.
- Poor work is done again at an appropriate time.
- Incomplete work is to be done, where appropriate, in the children's own time with a reasonable deadline and if necessary, a note to parents.
- Incorrect work should have a straight line drawn through it.

Rulers

- Reception children don't use rulers for presentation
- Y1 and Y2 children are encouraged, where necessary, to underline dates and titles neatly
- Rulers are used by KS2 children to underline their work and draw margins

Names

- In all year groups the child's first name and surname will be written on work.

Pencils and Pens

- Pencils are to be used for all written work in all year groups until a child can join their writing in a well formed, cursive style as determined by the handwriting policy. Then children will progress to using a pen.

Rubbers

- Reception children are not allowed to use rubbers
- KS1 and KS2 children can use rubbers with supervision or at the teacher's discretion
- Children are not to use tippex or eraser pens to correct their work.

Maths KS1

- Numeracy work in reception is primarily practical. Pupils record work / jottings on white boards / worksheets. When work is recorded, teacher should write the date whilst pupils trace / copy their names. By summer term, most pupils should be writing their own names and numbers independently.
- Children write the short date
- If children are using cm squared paper – one numeral to be put in each square

Maths KS2

- The date to be written in the short form
- A margin of two complete squares to be drawn on the left hand side
- Learning objectives evident
- The section and page number should be written at the top of the page if appropriate
- One numeral in each square
- Corrections should be written out again with a title of 'Corrections'
- Before a new piece of maths, the children should rule off the last piece of work

General guidelines

- Teachers should write pupils' names and subject title on the book cover or stick on a label
- Doodling is not permitted in or on exercise books
- Pupils should be discouraged from writing with a blunt pencil

Presentation moderation

Year group _____ Subject/s _____ Date _____

Dates and titles - Dumlums

Rulers

Y1 and Y2 children are encouraged, where necessary, to underline dates and titles neatly

Rulers are used by KS2 children to underline their work and draw margins

Names on work

In all year groups the child's first name and surname will be written on work

Pencil and pens -

Pencils are to be used for all written work in all year groups until a child can join their writing in a well formed, cursive style as determined by the handwriting policy. Then children will progress to using a pen.

Rubbers

KS1 and KS2 children can use rubbers with supervision or at the teacher's discretion

Handwriting- cursive script used

Maths - numeral in square

Photocopied sheets trimmed

Incomplete work

Completed in class or at appropriate time

Incorrect work has straight line through it