Corpus Christi Catholic Primary School

Presentation Policy

Aims

- To establish high expectations and pride in everything we do both of ourselves and of our 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 pupil knows the standard of presentation that is expected of them.
- To share this information with parents on a regular basis.

For teachers and all staff who work with pupils

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. on the whiteboard, use lines, grids and a fine pen to model good practice.
- Make good use of modelling using the visualiser. Write in a WAGOLL exercise book, the same as the children have.
- All handwriting, which is on display for the children- on the whiteboard, flip charts, loop displays- should be joined (as our Handwriting policy describes), legible, consistently formed and neat
- All children's work must be marked using the agreed marking and feedback policy using fully cursive, legible, neat and consistently formed handwriting.(Pink and green pens)
- When sticking work/ labels/ headings in books, ensure they are straight and cut to size.
- When labelling pupils' exercise books, labels must be printed. This goes for additional exercise books too.

Expectations for pupils

- All work should be written in pencil. Children must be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons are to be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will be taught how to use guidelines if writing on plain paper.
- Children will be expected to use cursive handwriting which is modelled by the teacher.
- Front covers of books should be kept neat and free from any writing or doodling.

Years 5 and 6

- Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a ‘pen licence’ be given. Only appropriate blue school handwriting pens can be used (except for ‘Purple Pen work).
- Children will not use biro or gel pen.

- All maths work will be completed in pencil except for ‘Purple Pen’ correcting work.

Expectations for Layout

- The date is written at the top of each piece of work, next to the margin; the Learning Outcome on the next line.
- The date and Learning Outcome must be underlined using a ruler.
- Leave an empty line under the Learning Outcome and start at the margin.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Don't leave a blank page. Miss a line under the Learning outcome and start at the margin.
- If a mistake is made, draw one neat line through the mistake and start again- do not over-write. (A rubber can be used for small mistakes but if a complete sentence or a whole paragraph is incorrect, one diagonal line is used to cross it out.)
- Write ON THE LINE. Do not write in the margin unless you are numbering bullet points.

In FS and KS1, dates and Learning Outcome are printed on labels to head children's work. There will be a transition period in Year 3. By Term 6 children are expected to write their own date and Learning outcomes.

Layout in Mathematics

- The short date and the Learning Outcome should be underlined.
- All digits must be written neatly and clearly, using correct number formation with one digit in each square.
- Each calculation must be clearly numbered to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- When using a vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left in a separate column.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.

Classroom Organisation and Resources

- All tables should have containers with the appropriate equipment: pencils, pens etc.
- Each room has 'small white boards' and pens available for all the children with/ without lines.

Outcomes of Presentation Policy

- Pupils of all abilities are able to present 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 pupils and adults.

Monitoring of Presentation Policy

The monitoring of our Presentation Policy will be part of a whole school monitoring programme. This will ensure that the policy is being implemented consistently, leading to good practice in facilitating effective feedback, learning and teaching.