



Shankhill C of E Primary School

*Our vision: Creative learning, personal achievement and happiness.
Enabling everyone to flourish and 'to live life in all its fullness'. (John 10:10)*

Presentation Policy

Presentation of work is an important aspect of children's learning. The quality of the presentation reflects the children's skills and the pride they take in their work. How work is presented will depend on the learning purpose and the audience.

Aims:

- To encourage all pupils to present their written work to the best of their ability
- To have a consistent and progressive approach to setting out work across the school
- To have an agreed standard of expectation for pupils
- To set clear guidelines for the presentation of each piece of work

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally, a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties when writing).

General rules

- All drawings and diagrams should be in pencil.
- Pencil crayons should be used in exercise books.
- Felt pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. self-assessment, purple progress or peer assessment.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when they are beginning a new piece of work.

Handwriting

The teaching of handwriting will depend on the needs of the child in each year group. It will be taught on a regular basis.

The focus in early years and key stage 1 will be on correct letter formation and moving towards the children developing their initial letter joins.

In key stage 2 the focus will be on children producing neatly joined handwriting. Any children who are not forming and joining letters correctly will be taught on a regular basis to meet these needs.

When writing in their books all children will be expected to use good quality handwriting.

Agreed by staff 09/2022
Agreed by governors 10/2022
Review by: 09/2023

Guidelines:

Early Years Foundation Stage

- Date will be written by an adult
- Title or learning question will be written by an adult
- Date and Learning Questions may be printed on labels
- Errors will be corrected by crossing out (a single horizontal line through the ~~error~~) and rewriting after.
- Rubbers will be used at the teacher's discretion.
- Pencil crayons will be used for colouring.

KS1

- Date will be introduced when appropriate, and will be underlined with a ruler.
 - English → **Monday, 5th September 2022**
 - Maths and all other work → **05.09.22**
- The Learning Question will be written by T/TA/child.
- Date and Learning Questions may be printed on labels.
- Errors will be corrected by crossing out (a single horizontal line through the ~~error~~) and rewriting after.
- Rubbers will be used at the teacher's discretion and for presentation work.
- Any lines will be drawn with a pencil and a ruler.
- Coloured pencil crayons may be used in books.
- When using squared paper, each digit or symbol will be written in a separate square.
- Children will glue additional paper into their books straight and neatly, not hanging over the edge of the page.

KS2

- Date will be underlined with a ruler
 - English → **Monday, 5th September 2022**
 - Maths and all other work → **05.09.22**, using one digit per square.
- The Learning Question (or Objective) will be written at the beginning of each piece of work, and will be underlined with a ruler.
- Errors will be corrected by crossing out (a single horizontal line through the ~~error~~) and rewriting after.
- Rubbers will be used at the teacher's discretion and for presentation work.
- Coloured pencil crayons may be used in books
- Mathematical drawings and scientific diagrams will be drawn using a pencil and ruler.
- When using squared paper, each digit or symbol will be written in a separate square.
- Children will glue additional paper in their books straight and neatly, not hanging over the edge of the page.

In English work:

Monday, 5th September 2022
LQ → ...?
~~error~~

In Maths and all other work:

05 . 09 . 22
LQ → ...?
~~error~~ $234 + 34 =$