

PRESENTATION POLICY

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 IWB – lines, grids 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.
- ✓ All children's work must be marked using the agreed marking policy.
- ✓ When sticking work/labels/headings in books ensure they are straight and cut to size.
- ✓ If a child is away please ensure that their book is marked with 'absent' and write the short date.

Expectations for Children

Use of pencils and pens:

- ✓ Pencils should be used in all Maths books and in draft work if appropriate.
- ✓ Margins in books and on paper should be drawn in pencil if required.
- ✓ 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.
- ✓ Pens must be fibre tip. No ballpoint, biros or felt pens should be used.
- ✓ 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.

Expectations for Handwriting

- ✓ The Nelson handwriting scheme is the agreed scheme for teaching handwriting.
- ✓ Nelson font is the preferred style for all worksheets and hand-outs.
- ✓ Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns.
- ✓ Handwriting is taught for 15 minutes per week and as an integral part of spelling and phonics lessons.

Expectations for Layout

- ✓ The date is written at the top; the Learning Challenge on the next line.
- ✓ The date and Learning Challenge must be underlined using a ruler.
- ✓ 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 LC and start at the margin.
- ✓ Leave one line between each paragraph.
- ✓ If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- ✓ Write ON THE LINE. Do not write in the margin.

Layout in Mathematics

If appropriate, pages can be divided into two with a ruled line.

- ✓ The short date and the LC 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 in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- ✓ When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right 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: rulers, pens, pencils, colouring pencils, learning journals/draft books
- ✓ Each room has "wipe-boards" available for all the children with lines and/or without.
- ✓ 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 collect examples of children's work to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Writing Equipment

Children need a varied selection of tools and materials to experiment with. They will benefit from using paper of different textures, shapes and sizes, both lined and unlined, pencils of different thickness and colours, pens, felt pens, paintbrushes, chalks and crayons. They can be encouraged to form letters with play-dough or plasticine and in sand.

As children begin to write more fluently, the majority of their work in school will be done in pencil.

Children who have developed neat, legible and joined handwriting will be encouraged to use a pen for most of their written work. The school will provide a child's first pen, but from then on we ask that parents provide one of a similar type.

Left-handed Children

Don't automatically equate left-handedness with problems, but it helps to remember that left-handed children have different needs from right-handers.

It is important that left-handed children can see what they are writing. They should sit where elbows do not bump right-handers and where they are not in their own shadow. Encourage them to hold their writing tool away from the point so that their thumb does not get in the way. It also helps to use free-flowing pens that don't smudge. Particular care should be taken with anti-clockwise letters in the letter family: c, o, d, g, q, e.

