

Grand Avenue Primary and Nursery School

A Policy for Presentation

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Agreed by staff and Governors – Autumn Term 2021
Review date – Autumn term 2024

Statement

We believe that children should value their work and have pride in a piece of work that is completed to a high standard of presentation. This policy ensures a consistency of approach throughout the school and sets out our expectations as children progress through the year groups.

Expectations

- All staff and children to be aware of presentation policy, providing a consistent approach.
- Class teachers to explain and model expectations regarding presentation.
- Staff to use a cursive script when writing for children.
- Staff to advise children on how to improve the presentation of their work.
- Children learn to become independent in their approach to presentation.

STANDARD LAYOUT- Maths

Foundation Stage

- Children encouraged to write their own name on work.
- Adult to ensure date is visible, either by hand or use of a date stamp.
- Children to write numerals clearly and carefully, well-spaced and shown how to form numerals correctly.

Key Stage 1

By the end of KS1 children to be able to:

- Stick the Learning Challenge neatly into their books.
- Write the short date using numerals.
- Write one number in each square when using squared paper.

Key Stage 2

Children to:

- Write the date using numerals e.g. 2.9.21.
- Write title and learning challenge underlined with a ruler.
- Generally, when using squared paper, margins may need to be added.
If 10mm squares the format is - 2 squares a margin, 6 squares a margin, 2 squares a margin
If 8mm squares the format is - 2 squares a margin, 11 squares a margin, 2 squares a margin.
- Generally, one digit to be put in each square. Teacher to advise children on how to present their work, depending on size of the squares in book and child's ability to present their work neatly. Eg fractions

When exploring different strategies children are asked to work neatly to space out their working, and make the method used clear to the reader. A margin may not be needed. Plain paper is used for visual representations.

STANDARD LAYOUT- English

Foundation Stage

Children asked to:

- Name all work using correct letter formation.
- Adult to ensure date is visible either by hand or use of date stamp.
- Children encouraged to write on the line, starting each letter on the line, if using lined paper.

Key Stage 1

By the end of Key Stage 1 children asked to:

- Write the date in full, e.g. Tuesday 4th July 2021.
- Stick the learning challenge neatly into the book. (Summer 2, practise writing the LC into book ready for Year 3)
- Writing to be cursive and on lines provided.

Key Stage 2

Children to:

- Use cursive script
- Write the date in full, eg Tuesday 4th July 2021 and underline at the top of the page.
- The learning challenge to be written neatly at the top of the page and underlined.
- A line to be left between the Learning Challenge and the work underneath.
- When publishing, all writing should be produced using the cursive script and pen may be used even if yet to receive pen licence.

PRESENTATION EXPECTATIONS – Science, IT and foundation subjects

All children to present work using the same guidelines as for English. Plus;

- Diagrams to be drawn in pencil, with clear labelling.
- All straight lines to be drawn with a ruler.

HANDWRITING

- By the end of KS1 a neat ,cursive script to be adopted
- By the end of KS2 children to write fluently, in a personal style. In line with National Curriculum expectations.

STANDARDS IN PRESENTING WORK

- Sharp pencil to be used until pen licence granted (Years 3 and 4)
- All children use a pen from Year 5 onwards
- Only school approved pens to be used eg berol
- Pen may be used when publishing if teacher deems appropriate
- Felt tip pens/gel pens/biro etc.. not to be used in books
- Corrections to be made using a neat line (rulers may be used)

- Rubbers only to be used with permission of teacher (discouraged)
- Rulers to be used when underlining, labelling etc...
- Children to clearly name all work undertaken on paper.
- Exercise books to be kept plain with child's name and subject clearly visible
- The fronts of books to be kept neat and tidy without graffiti.
- Children permitted to explore ways of presenting their work using ICT.

Early Years/SEND

Consideration in applying this policy is given to our younger children and those with Special Educational Needs.

Support in developing fine motor skills is provided and a pre-cursive script taught.

Other ways of presenting work will be explored when needed. eg use of ipads/computers

Concluding Statement

All staff to uphold this policy and have high expectations of pupils in regards to the presentation of their work in all subjects.