



CASTILION PRIMARY SCHOOL

Engage, Enthuse, Empower



Reviewed	Agreed by Staff	Review Date	Committee responsible for review
Spring 2018	Spring 2018	Summer 2020	Learning and Achievement

PRESENTATION POLICY

Presentation of work is an important aspect of children's learning. The quality of 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 provide a consistent approach in presentation throughout the school.
- To have an agreed standard of expectation for all pupils.
- For children to take a pride in their work.
- To encourage all pupils to present their written work to the best of their ability.

Book Expectations

The following book expectations will be attached to the inside front cover of books (see appendices):

- KS1 English Book Expectations
- KS1 Maths Book Expectations
- KS2 English Book Expectations
- KS2 Maths Book Expectations

Reception class

Written evidence.

- Date will be written by an adult
- Title or learning objective will be written by an adult either on a sticky label or added to iPad observation.
- Children are encouraged to cross out errors using a single horizontal line and rewrite the word above or after the error.
- Children are encouraged to use a range of writing implements and experiment on different scales when mark making e.g. Writing.
- Children to write on lines or 15mm squares (following year 1 guidance) when appropriate.

Transition from EYFS into Year 1.

English & Creative

- 15mm lined books are used during the Autumn Term of Year 1. Children will be taught to start work on the next available page, write from the top to the bottom of a page and start a sentence from left to right. Progress will be evident during transition. It is expected that the majority of children will be able to achieve this by December.

- The date will be introduced in the Autumn term of Year 1 with the expectation that the majority of children will be able to date their own work by December (written in full e.g. Monday 6th January in English & Creative or numerals e.g. 6.01.15 in Maths) However, in order to maximise learning time, it is not a requirement that this is always written by children. Sticky labels can be inserted indicating the date and LO/ SC.
- Children are encouraged to cross out errors using a single horizontal line and rewrite the word above or after the error.
- Miss a line after the date before starting work.

Maths

- 15mm square books are used during the Autumn Term of Year 1. Children will be taught to record 1 number per box. Progress in presentation will be evident during Transition (Autumn term). It is expected that the majority of children will be able to achieve this by December. When appropriate, children will progress onto 10mm squared books and follow KS1 presentation guidelines.

Key Stage 1

English & Creative

- In the summer term of Year 2, children will begin to write the date and learning objective with the expectation that they will be able to do this independently by the end of the year. However, children are not expected to do this on a daily basis.
- The date and learning objective will be underlined with a ruler. Improvement in accuracy in using a ruler to underline will be evident as the year progresses.
- The learning objective should be written under the date.
- If success criteria are required, this should be presented on a sticky label or in a grid.
- Children are encouraged to cross out errors using a single horizontal line and rewrite the word above or after the error.
- Pencils, coloured pencils or crayons may be used in books.
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work. Improvement in handwriting will be evident throughout the year.
- In Year two, paragraphs must be clearly demarcated by missing out a line
- Children will rule off and miss a line under the marking comment and NSL, before starting a new piece of work.
- Children will start an extended piece of writing on a new page.
- Basic skills work will be completed at the back of the English book. Ensure the margin is always on the left hand side.
- Children can use a black pen, when awarded with a 'pen license'. Pen can be used in English, Creative and Science but never in Maths or for illustrations and diagrams. See SP for a pen license, certificate in assembly?

Maths

- In the summer term of Year 2, children will begin to write the date and learning objective with the expectation that they will be able to do this independently by the end of the year. However, children are not expected to do this on a daily basis.
- The learning objective should be written under the date and underlined.
- Children use 10mm squared books.
- Children will be taught to record 1 number per box. Progress in presentation will be evident during the Key Stage.
- When appropriate, children will fold their paper over and present their work in two columns per page.
- Children will use purple pens to up level work and complete NSL in all books.

Key Stage 2

English & Creative

- Children will write the date and learning objective independently. Children who struggle can be provided with sticky labels.
- The date will be written in full e.g. Wednesday 6th January and underlined with a ruler. Improvement in accuracy in using a ruler to underline will be evident through the Key Stage.
- The learning objective should be written under the date and underlined.
- If success criteria are required, this should be presented on a sticky label or in a grid.
- Children are encouraged to cross out errors using a single horizontal line and rewrite the word above or after the error.
- If editing is required a single * to be used.
- Pencils & coloured pencils may be used in books
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work. Improvement in handwriting will be evident throughout the year. SEN children exception if needed.
- Paragraphs must be clearly demarcated by missing out a line. When secure understanding of paragraphs is evident, indenting can replace line breaks.
- Children can use a black pen, when awarded with a 'pen license'. Pen can be used in English, Creative and Science but never in Maths or for illustrations and diagrams. See SP for a pen license, certificate to be awarded in an assembly.
- Children will rule off and miss a line under the marking comment and NSL before starting a new piece of work.
- Children will start an extended piece of writing on a new page.
- Basic skills work will be completed at the back of the English book. Ensure the margin is always on the left hand side.
- Children will use purple pens to up level work and complete NSL in all books.
- Teacher's Handwriting should be legible and joined.

Maths

- Children in Yr3 & 4 will use 10mm squared books. Yr5 & Yr6 children will use 5mm squared books.
- The learning objective should be written under the date and underlined.
- Date to be written in short form e.g. 6.01.15.
- Children will be taught to record 1 number per box. Progress in presentation will be evident during the Key Stage.
- Children will fold their paper over and present their work in two columns per page except for diagrams.
- Mathematical drawings and scientific diagrams will be drawn using a pencil and a ruler. A rubber may be used for errors on graphs or diagrams only.
- Children will use purple pens to up level work and complete NSL in all books.
- Teacher's Handwriting should be legible and joined.

Monitoring and review

The Head Teacher, Deputy Head and Assessment Leader will ensure this policy is implemented consistently throughout the school using strategies such as discussion with teachers, pupils and parents/carers, sampling pupils' books and reports, lesson observations, learning walks and sampling teachers' planning.

Senior Leaders and Subject Leaders will carry out assessment moderation, book and planning scrutinies as part of their monitoring process.

Signed: Head Teacher

Date:

Signed: Chair of Governors

Date: