



Roman Road Primary School

Presentation Policy

**Written September 2016
Reviewed September 2020
Next review September 2022
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Roman Road Presentation Policy

Aims

To establish high expectations and pride in everything we do - both of ourselves and of the children.

To create a clear and consistent set of guidelines for the presentation of children's learning

Objectives

To motivate each individual to present their work in the best possible way.

To enable children to recognise work that is presented to a high standard.

To ensure each child knows the standard of presentation that is expected of them.

Outcomes of Presentation Policy

Children of all abilities are expected to, and 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 across the curriculum.

Progression in presenting work between each class is evident and understood by all children and adults.

For Teachers

To create consistency in standards of presentation across the school.

To provide a baseline for judging acceptable standards of presentation.

To model good presentation through marking, classroom environment and when using the whiteboard.

To monitor standards of presentation in books across the year group

Expectations for 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.

In EYFS, KS1 and 2, all handwriting which is on display for the children - on the interactive whiteboard, books, flip charts, display - should be legible, consistently formed and neat. Year 2 should model both printed and joined as appropriate. Year 1 should be mainly printed, but examples of joined writing should be used. School handwriting policy needs to be adhered to all times.

When sticking work/labels/headings in books, ensure they are straight and cut to size. No pieces of paper should stick out of the sides of the book. Keep use of worksheets to a minimum.

In Key Stage 1, Learning Objectives will be typed in Comic Sans and stuck into the children's books if appropriate.

Expectations for Children

Use of pencils, pens and rubbers

Pencils should be used in all Maths books and in draft work if appropriate.

Pens should be used for written work as soon as possible from Year 2 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.

Pens must be black handwriting pens. No ballpoint, biros or felt pens should be used.

Pencils must be HB.

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.

Rubbers may be used to rub single words and under the supervision of the teacher. All other mistakes should be crossed out with a single line using a ruler.

Rubbers will be available in Maths, art and for writing for displays at the teacher's discretion to rub out mistakes e.g. on graphs that cannot be easily crossed out.

For some SEN pupils adults may need to scribe for pupils or they may need to use a computer for all stages of the writing process.

From Y2 it is expected that pupils start joined writing, however for some pupils with SEN(Disability) they will still only be able to write by printing.

Handwriting

Teachers and children must follow the agreed scheme for teaching handwriting.

Use the right size letters - capital letters at the start of sentences and for proper nouns.

Handwriting is taught for at least 30 minutes two times a week.

Circles in place of full stops and above the letter 'I' are not acceptable.

Classroom Organisation and Resources

Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils, books.

Each room has mini whiteboards, whiteboard pens available for all the children.

Monitoring of Presentation Policy

Regular work scrutiny by staff, including subject leaders, will ensure the policy is being adhered to.

This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Layout in Mathematics

Start a new page for each day unless the previous day's work is less than half a page.

Write the short date i.e. 5.9.16 and underline using a ruler.

Miss a line and write the LO under the date and underline using a ruler.

All digits must be written neatly and clearly with one digit to each square.

Each calculation must be clearly numbered to distinguish it from working figures or written in the margin.

Key Stage 1

I will write the date on the left hand side at the top of my work.

I will write the LO on the left hand side (and underline it neatly using a ruler if I am in Year 2).

I will not leave blank pages in my books.

I will start a new piece of work on a clean page unless the previous day's work is less than half a page. If this is the case I will draw a neat line underneath my work and write the date and LO.

If I make a mistake I will put one neat line through it using a ruler.

I will write on the lines in my book.

In my maths books I/ support staff will draw a margin that is 2cm wide.

I will always write next to the margin.

I will use pencil in my Maths book.

I will write one digit in each square in my Maths book.

I will not miss lines in my writing unless the teacher has asked me to.

I will write the short date i.e. 5.9.16 in Maths and other subjects.

I will write the long date i.e. Monday 5th September 2016 in English and Extended Writing.

I will use pencil in my books unless my teacher says I can use a pen and I will not use felt pens or biro's in my books.

I will not draw on any part of my book, including the covers.

I will form my letters and numbers correctly and keep my handwriting neat at all times.

In Year 2, I will miss a line before I start writing.

In Year 2, I will underline the date and title using a ruler, in pencil.

In Year 2 I should draw my own lines.

In year 2 I will traffic light my work with a small neat circle.

Key Stage 2

I will write the date on the left hand side at the top of my work.

I will miss a line before I write my LO.

I will write the LO on the left of the line.

I will underline the date and title using a ruler.

I will write the short date i.e. 5.9.16 in Maths and other subjects.

I will write the long date i.e. Monday 5th September 2016 in English and Extended Writing.

I will not leave blank pages in my books.

I will write on the lines in my book.

In my maths books I will draw a margin that has 2 full squares.

I will start a new piece of work on a clean page unless the previous day's work is less than half a page. If this is the case I will draw a neat line underneath my work and write the date and LO.

If I make a mistake I will put one neat line through it with a ruler.

I will write on the lines in my book. I will always write next to the margin.

I will use pencil in my maths book.

All digits must be written neatly and clearly with one digit to each square.

I will traffic light my work with a small neat circle.

I can use handwriting pen in books when my teacher tells me to but I will not use felt pens or biros in my books.

I will not draw on any part of my book, including the front.

I will form my letters and numbers correctly and keep my handwriting neat at all times.

This policy was agreed and adopted at the meeting of the Governing Body of Roman Road Primary School.

Signed _____

Date _____

Name _____

Chair of Governing Body