

# SARRATT CHURCH OF ENGLAND SCHOOL



## PRESENTATION POLICY

Date of Review:	September 2014
Next Review Date:	September 2016
Reviewer:	Headteacher

**It is the responsibility of all adults to expect and model presentation of a high standard and to implement the school policy in all matters related to the presentation of work, whether it be by pupils or otherwise.**

All adults are expected to have the same high expectations of pupils and their achievements. Children need time each year to consolidate and reinforce good practice, which has to be taught and learned.

### **Handwriting**

- The school agreed script is 'cursive'.
- Teachers should model good practice on the board and when marking the children's work.
- Children should be encouraged to write neatly at all times.

### **EYFS**

Emergent writing is encouraged through writing corner etc.

Pupils are introduced to correct lower and upper case letter formation, as appropriate.

Classroom labelling should be clear and neat.

Joining links on letters are introduced from Reception.

Our aim is that all pupils use joining letters by the end of Year 1.

### **Writing Implements**

- HB pencils must be used for writing throughout the school.

#### **EYFS**

Jumbo pencils

#### **KS1**

HB pencils (with finger grips if needed) and Jumbo pencils (when needed)

#### **KS2**

HB pencils moving on to blue pens when appropriate

Our aim is that all pupils use blue pens by the end of Year 4.

### **Work Books**

All work books should be neatly labelled (word processed – school script 12) on the front cover with:

- child's name (first and surname); first name in EYFS
- child's class
- curriculum area (eg Maths)
- Book covers should be kept clean – with NO doodles.
- Children should be encouraged to store all their books and work safely and neatly.

### **Date, Title and Underlining**

#### **Date:**

- Every piece of work a child completes must be dated on the top line beginning at the left hand side (may be completed by an adult)
- **Literacy** work should have a 'written date' in the format: day, date, month, year.  
**Monday 1st September 2014**
- **Mathematics** and other subjects should be dated in numerical form: date, month, year.  
**1.9.2014**
- When appropriate children should be encouraged to write the date for themselves.
- By the end of Year 1 pupils should be able to write the date correctly and unaided.

### **Title / Learning Intention**

- Children should start the title / LI at the margin on the line below the date.  
(may be completed by an adult)
- Y2 pupils should be encouraged to write the title / LI themselves.

## **Underlining**

- Children need to learn and be taught how to use a ruler and pencil correctly.
- Lines drawn by teachers on white boards must be drawn with a ruler too.
- From Year 1 all underlining should be done using a ruler.
- Leave one line before underlining finished work.

## **Margins**

- Children should fold the page in half and rule margins in their maths books.
- There should be one digit per square.

## **General**      *Work sheets should not be over used.*

- Worksheets should be
  - dated, titled and named
  - mounted carefully and neatly into the appropriate books/folders to show chronology
- Mistakes should be crossed out neatly with one line. (eg ~~mistake~~)
- Overuse of erasers should be discouraged.
- Tippex should not be used.
- Start a new topic on a new page – otherwise start new page if there is approximately less than a third of a page unused.

## **Display**      *Follow the display policy.*

- All work should be dated, titled and named.
- The class should be identified.
- Children should write their names neatly at the end of the piece of work.
- Diagrams should be clearly labelled.
- Model pieces of work should be displayed in all classrooms.