

*Through our Christian Values - Friendship, Compassion & Trust:
We "Encourage, Build & Hope together...no one left behind." 1
Thessalonians 5-11*



At our school we aim to develop each child fully - socially, physically, intellectually, morally and spiritually by fostering a caring inclusive community based on clear Christian values, in keeping with our status as a Voluntary Controlled Church of England School, which encourages an understanding of the meaning and significance of faith, which recognises and respects the beliefs and religions of others.

Presentation Policy

Aims

Both staff and children to establish high expectations and pride in everything we do.
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

For teachers

To create consistency in standards of presentation across the school
To provide a baseline for judging acceptable standards of presentation

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 IWB, books, flip charts, display – should be joined, legible, consistently formed and neat by the end of year 2 and if typed should be Sassoon primary infant font.
- 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.
- Make sure that children clear work surfaces and the floor before leaving the room to reduce waste of resources

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 Berol handwriting pens, no ballpoints or biros
- 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 Cripps scheme is the agreed scheme for teaching handwriting
- Sassoon primary infant font is the preferred style for all printed materials
- Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns
- Handwriting is an integral part of spelling and phonics lessons
- Bubbles in place of full stops and dots above the letter “i” are not acceptable

Expectations for layout

- The date is written at the top, left hand side and then you miss a line and write the learning objective. If the piece has a title as well then miss a line and write the title in the centre of the page
- The date, learning objective and title must be underlined using a ruler
- Paragraph indentation should be used as soon as the children are confident to do so
- If you make a mistake, draw one neat line through it with a ruler and write next to it or above it
- Write ON THE LINE and not in the margins

Layout in Maths

- Write the short date at the left hand side, miss a line and write the learning objective
- Underline both with a pencil and a ruler
- All figures must be written neatly and clearly with one figure to each square
- Each calculation must be clearly numbered

Classroom Organisation and Resources

- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils and exercise books
- Each room has whiteboards available for the children
- Children and staff should check the floor and other surfaces before leaving the room

Outcomes of the 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 the Presentation Policy

- The Headteacher and SLT will monitor via awarding of Headteacher’s stickers for exemplary work.
- Regular work scrutiny by staff, including subject co-ordinators will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching

Reviewed November 2019