



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Presentation Policy

Date of Policy: September 2018

Member of Staff responsible: L Gerver

Review date: September 2021

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

We are:

Motivated to learn

Proud of our achievements

Successful and skilled for life



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 for which the work is intended.

AIMS

- To encourage all pupils to present their written work to the best of their ability
- To encourage pupils to take pride in the work that they do
- To have a consistent and progressive approach to setting out work across the school
- To have an agreed standard of expectation for most pupils
- To set clear guidelines for the presentation of each piece of work.

USE OF PENCILS AND PENS

- Pencils should be used in all maths books
- All tables and diagrams should be drawn using a pencil
- When writing in pen, a blue, fine-nibbed, fibre-tipped pen must be used
- In Year 3 and 4, once the pen license has been achieved, a fine-nibbed, fibre-tipped pen will be given to the child. Subsequent pens must be bought from the school office or provided from home
- All children in Year 5 and 6 should use a pen for written work (NB all children in Y5 to be using pen by Christmas)
- Felt pens and gel pens should not be used in exercise books, but can be used for other work at the teacher's discretion

LAYOUT

Whole School

- All pieces of work, whether in exercise books or on paper, will have a date in the top right hand corner
- A short, numerical date will always be used in maths
- All pieces of work, from Y1 upwards, will have a title
- The date and title will always be underlined
- Where appropriate, the learning objective for the lesson may take the place of the title. This will not need to be underlined
- Where a squared maths book is used, the children will always write 1 digit in 1 square
- Writing should always start next to the margin
- Where paragraphs are used, a line will be left between paragraphs to emphasize the break
- All lines for labelling should be drawn using a ruler
- A ruler should be used for drawing tables
- A ruler should be used in maths for all straight lines within calculations eg column addition, grid method
- When writing in pen, if a mistake is made, a single line should be drawn through the word, with a ruler, and the correct word written alongside.



- Children should be taught to fold worksheets neatly and to stick accurately into their exercise book
- If care has not been taken, the child will be asked to do the work again in their own time
- Doodles or drawings on the front cover of exercise books, in margins etc are not acceptable

Foundation Stage

- The date will be on the target for the piece of work OR
- Work will be dated using a date stamp in the right hand corner of the page. Children will be taught how to use the stamp.

Key Stage 1

- The children will use the long date (date + month) in writing and a short date on all other pieces of work
- In Year 1, a line will be drawn for the children in order to ensure correct positioning of the date and title

Key Stage 2

- Years 3 – 6 will use the short, numerical date for maths only and the long date for all other pieces of work
- Years 4 – 6 will rule off the last piece of work before writing the new date and title
- Question numbers will be put in the margin

MONITORING

Presentation will be monitored through senior leadership 'drop ins', coordinator monitoring and work scrutinies.