



## **Presentation Policy**

### **What is this policy for?**

This policy sets out our expectations of presentation at Becket Primary School

### **The vision for presentation**

In order to aid continuity across the school the following presentation style will be adopted. This will ensure class expectations of presentation are consistent and will enable pupils to feel secure in how they are to present their work for each teacher.

### **When is presentation taught and learned?**

Presentation is taught continuously across all subjects. There is always a particular focus at the start of each year to embed the teachers' expectations.

### **How is presentation taught and learned?**

- Presentation must be consistent across the school to ensure all pupils learn how to set out their work at a young age. These skills are then used and refined as they move through school to ensure consistency.
- All pupils need to spend time thinking about their work, to enhance the creativity and content of it. Therefore consistently well-presented work, learnt at a young age, will enable them to "free up" this time so they will not need to concentrate on handwriting and presentation as it will be automatic.

### **What do we learn in presentation?**

#### **Maths**

- Short date on left hand side of page – 12.07.23
- Learning objective is written (if a child has difficulty writing, alternative arrangements will be made by the teacher)
- A line left between title and the work
- Work is numbered down the page
- One digit per square, with decimal points mid-point on the lines of the square
- All straight lines to be drawn with a ruler
- After each piece of work, children should leave a line and draw a line
- At KS1 each fresh piece of work should carry straight on after the previous piece of work. At KS2 children will leave a gap, rule off from the last piece of work before continuing.

#### **English**

- Long date on the left hand side of the page – Monday 12<sup>th</sup> July.
- Title underlined (including book and page details if appropriate)
- Learning objective is written (if a child has difficulty writing, alternative arrangements will be made by the teacher)
- A line left between title and the work
- In Y4 pens are gradually earned with a pen licence, in Y5/6 all pupils write in handwriting pen.
- Biro's should not be used – pens will be supplied by the school



- All mistakes should have a neat, straight line drawn through them using a ruler. For larger areas one diagonal line should be drawn through the section of the work.
- After each piece of work children should leave a line and draw a line.

### **General**

- Children should be joining their handwriting in all subjects by Y3.
- All work should be dated from the left hand side of the page.
- Diagrams and tables should be drawn in pencil (with a ruler) and filled in in pen if one is used.
- Teachers mark in pink and green to show up against the pupils writing – pink for positives – green for growth.
- Pupils respond to teacher comments and questions in their marking by using a purple pen to show where they have edited/corrected their work.
- Job shares should initial their marking.
- Supply teachers should mark with a 'supply' stamp
- Support staff initial where they have interacted or supported a child.
- All pupils should be proud of their books so no graffiti or doodles are allowed.

### **How do we measure success in presentation?**

Presentation is not formally assessed but teachers assess whether pupils are able to work at age appropriate standards as the year progresses. Children's work is checked by the teacher on a regular basis and is shared during moderation sessions where presentation is examined. Any charts or extra papers that are stuck into the books must fit onto the page or be folded neatly.

### **Resources**

The school has resources to assist with pupils' presentation, including pencil grips to assist hand writing, guillotines for staff to cut work paper to size.

### **Monitoring and Evaluation**

Each subject team will monitor the standards of presentation within their subject. This will occur through book scrutiny. Information gathered is shared with the leadership team and through the link governor for English.

Policy written: February 2020

Policy review: November 2023

Ratified by the Local Governing Body and signed by chair or vice chair: