

DODFORD FIRST SCHOOL



Every Day, a Learning Journey

Presentation Policy

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations
- Ensure good presentation is rewarded in line with whole school behaviour policy
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. green pen for editing
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they run off and use the same page.

Monitoring

Presentation will be monitored on a regular basis through:

- Work Scrutinies
- Lesson Observations
- Pupil interviews

Date Agreed: Sept 2014

Reviewed by Staff: September 2018

Next Review Due: September 2020

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

Learning Objective

- Adults will add the learning objective until children are capable of adding this independently.

Staff will encourage

- Staff will emphasise correct letter formation and orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will be taught how to use guidelines if writing on plain paper.

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this.**

Dating work

- The date will always be written on the left.
- In maths the short date is used, e.g. *16.09.18*
- In English children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8th September*

Writing the Lesson Objective

- Children will work towards writing the LO/title. Ideally by the summer term, earlier if possible.
- Until this is achieved the LO may be stuck into the book but must be stuck in neatly.
- Leave a line before beginning a piece of work.

Maths Books

- Only pencil to be used.

Care of Books

- Children will not doodle on pages or on the covers of their books.

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will be taught how to use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis and correctly letter formation will be reinforced through other work (English, topic, maths books).

Indicating errors

- Children will indicate an error with one neat line through work.

Dating work

- The date will always be written on the left.
- In maths the short date is used, e.g. *16.09.18*
- In English the longer date is used, e.g. *Monday 8th September*.

Writing the Lesson Objective

- Children will write the LO/title.
- However at times the LO may be stuck into the book but must be stuck in neatly.
- Leave a line before beginning a piece of work.

Maths Books

- Only pencil to be used.
- Children to be taught to use 1 digit per square.

Care of Books

- Children will not doodle on pages or on the covers of their books.

Years 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate black ink handwriting pens can be used.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis with a focus on correct letter formation and cursive handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.
- A rubber can only be used for corrections to drawings or by the teacher.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 16.03.18
- In English the longer date is used, e.g. Monday 8th September
- All other work has the short date.

Learning Objective

- Title to indicate work content – usually the learning objective.
- Title/ LO underlined with a ruler.
- Leave a line before beginning a piece of work.

Maths Books

- Only pencil to be used.
- Children to use 1 digit per square.
- Children are to rule off before beginning a new piece of work.
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half by folding.

English Books

- A new paragraph is indicated by missing a line.
- Numbers are placed in the margin.

Care of Books

- Children will not doodle on pages or on the covers of their books.

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KS1

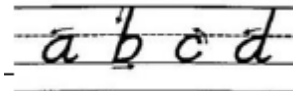
✓ If I make a mistake in my work I will put one neat line through it. No rubbers to be used!



✓ I will write one number in each square in my maths book.



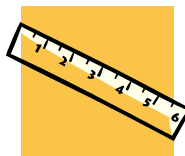
✓ I will write on the lines in my book.



✓ I will use a sharp pencil for all my work.



✓ I will underline the date and LO using a ruler in pencil.



I will take pride in my work!



YEAR ONE AND TWO

In my English book:

Monday 4th March

LO: To write a character description

- By the end of Year 1 I will be able to write the long date on the left hand side.
- I will miss a line before I write my LO.
- At the beginning of Year 1, I will stick the Learning Objective into my book neatly, at the top of the page.

In my Maths work:

1	5.	0	9.	1	9					

LO: To solve word problems.

--	--	--	--	--	--	--	--	--	--	--

- I will write the short date on the left hand side at the top of my work.
- I will miss a line before I write my LO.
- At the beginning of Year 1, I will stick the Learning Objective into my book neatly, at the top of the page.

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KS2

- ✓ If I make a mistake in my work I will put one neat line through it. No rubbers to be used!



- ✓ I will write one number in each square in my maths book.

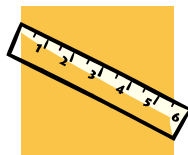


- ✓ I will write on the lines in my book. I will always write next to the margin. a b c d

- ✓ I will use a sharp pencil for all my work and can use a handwriting pen once I have earned my pen licence.



- ✓ I will underline the date and LO using a ruler in pencil.



I will take pride in my work!



YEAR THREE AND FOUR

In my English book:

Monday 4th March

LO: To write a character description

- ✓ I will write the long date on the left hand side at the top of my work.
- ✓ I will miss a line before I write my LO.

In my Maths work:

1	5.	0	9.	1	9					
<u>LO: To solve word problems.</u>										

- ✓ I will draw a margin 2 squares wide using a ruler.
- ✓ I will write the short date on the left hand side at the top of my work.
- ✓ I will miss a line before I write my LO.
- ✓ I will not leave blank pages in my books. If I start new work I will leave a line and draw a line using a ruler and pencil.
- ✓ I will use pencil in my maths book.

