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## The Acorn Partnership

Marston Montgomery Primary School  
Long Lane C of E Primary School

# Presentation Policy

Policy written – June 2020

Reviewed – January 2023

Reviewed – June 2023

Reviewed – February 2025

To be reviewed – September 2027

## **Presentation Policy**

### **Purpose**

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

### **Application**

These expectations are intended to apply to the vast majority of children in our schools. 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. It is the responsibility of all staff to ensure children adhere to the presentation policy, not the responsibility of the children.

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 (praise / Dojos).
- Sharing of good work in celebration assembly.
- 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 and gel pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. blue pen for marking, self-evaluation and responding to marking.
- Pencil crayons ~~should be~~ used in exercise books.
- One single line is used to cross out mistakes.
- No writing or doodling on covers, the inside covers of books or in books.

### **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 rule off and use the same page.

### **Monitoring**

Presentation will be monitored by the ~~Headteacher Senior Leadership Team~~ through:

- Work Scrutiny
- ~~Standard's Reviews~~
- Lesson Observations and learning walks
- Pupil interviews

### **Garden Class Expectations**

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~~June 2023~~ February 2025

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	<u>Reception</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Years 3 &amp; 4</u>	<u>Years 5 &amp; 6</u>	
<u>Date and LO</u>	The LO sheet with date and success criteria is stuck into books. The short date is used, e.g. <u>09/01/25</u> , in Maths books and foundation subjects. The long date is used, e.g. <u>Thursday 9<sup>th</sup> January 2025</u> , in English books.					
<u>Equipment</u>	- Children will always <u>write in pencil in books.</u> - Pencil <u>crayons will be used in exercise books.</u>	- All work will be written in pencil. Children will be taught how to sharpen <u>pencils and reminded to ensure pencils are sharp.</u> - <u>only pencil crayons will be used in exercise books.</u> - All maths work will be completed in pencil except for 'blue pen' responding to marking. - <u>Children will be expected to and taught how to use a ruler to draw lines, including underlining, diagrams and labelling.</u> - Children will use guidelines if writing on plain paper.			In addition to previous expectations, - - Children earn the right to use pen in their work. - Children will write in black pen.	
<u>Responding to marking / editing</u>		<u>Blue pen will be used</u>				
<u>Handwriting</u>	Staff expect <u>correct letter formation</u> , writing to go from left to right and correct orientation. Children are supported to achieve this <u>through the regular teaching of handwriting</u> . Children's writing sits on the line. <u>Correct formation is reinforced at all times.</u> <u>As children move through the school they are expected to develop a cursive handwriting style.</u>					
<u>Self-correction of errors</u>		- <u>Rubbers will be used to correct errors.</u>			- <u>When writing in pen children will indicate an error with one neat line.</u>	
<u>Maths books</u>		- <u>Only pencil to be used.</u> - <u>Children to be taught to use 1 digit per square.</u>				
<u>Care of books</u>	- <u>Children will not doodle on pages or on the covers of their books.</u>					
<u>Pieces of Paper</u>	- <u>Will be stuck neatly into books</u> and <u>no loose papers</u> will be left in books.					

