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Presentation Policy

Policy written – June 2020 Reviewed – January 2023 Reviewed – June 2023 Reviewed – February 2025 To be reviewed – September 2027

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Presentation Policy

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the <u>Partnership</u>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 beare 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 <u>Headteacher</u> Senior Leadership Team through:

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

Garden Class Expectations

The Acorn Federation Partnership

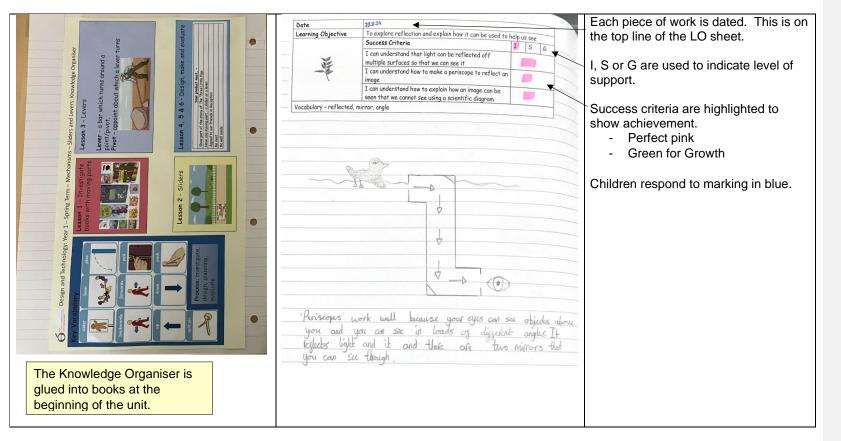
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	Reception	Year 1	Year 2	Years 3 & 4	Years 5 & 6
Date and	The LO sheet with date and success criteria is stuck into books.				
0	The short date is used, e.g. 09/01/25, in Maths books and foundation subjects.				
	The long date is used, e.g. Thursday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

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Foundation Subjects: Knowledge Organisers and LO overview

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I, S or G are used to indicate level of support.