



Frieth C.E.C. School

Presentation Policy

Date implemented: December 2015

Member of staff responsible: English Subject Leader

Governor responsible: Policy and Curriculum Working Group

Headteacher's signature .....

Chair of Governor's signature .....

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## **Vision statement**

"We are a close Christian community; nurturing, inspiring and celebrating all individuals. Through creative learning we encourage greatness by developing potential without limitations."

## **Values**

*These are the Christian Values that you believe are both taught and learnt in our school. To be:*  
*Sharing and caring*  
*Gentle and Kind*  
*Honest and Truthful*  
*Challenging and Responsible*

## **Aims**

- To create a clear and consistent set of guidelines for the presentation of children's written work.
- To establish high expectations and pride in everything we do at Frieth - both of ourselves and of the children.

## **Objectives**

- To ensure each child knows the standard of presentation that is expected of them.
- To enable children to recognise work that is presented to a high standard.
- To motive each individual to present their work in the best possible way they are able to.

## **Outcomes**

- There is a consistency across the school in terms of the standard of presentation expected across the whole curriculum.
- Progression in presenting work between each year group is evident and understood by all children and adults.
- Children of all abilities are expected to and able to present their work to the highest possible standard achievable within their abilities.

## **Purposes for Teachers**

- To create a consistency in standards of presentation across the whole school.
- To model good presentation through teaching, marking, displays and the classroom environment.

## **Expectations for Children**

### **1. Use of pencils, pens and rubbers**

- Pencils should be used in all books and draft work, if appropriate.
- Pens should be used for all written work, except Mathematics, once a child has received their 'Pen Licence' and their teacher judges the child's handwriting to be sufficiently neat and fluent.
- Pens must be blue handwriting pens. No biro or felt pens should be used.
- Pencils must be HB.
- Felt pens should not be used in exercise books for underlining or illustrations, although they can be used on paper at the teacher's discretion.
- All children in the school will have stationery provided for them.
- Children in KS2 are allowed to bring one small pencil case to school containing: blue handwriting pen, HB pencil, a small selection of colouring pencils and a pencil sharpener.
- The use of rubbers is discouraged; mistakes should be crossed out with a single line, preferably with a ruler. Rubbers will be available for writing displays and in specific lessons at the teacher's discretion.

### **2. Layout of written work - KS1**

- Use the long date in English books and the short date in all other books.
- The date should be written on the left side of the page, on the top line.
- The L.O. should be written on the left side of the page on the next line.
- Always leave a line space before starting your work.
- Titles and sub-headings must be underlined with a ruler.
- Self-evaluation must be in the top right hand corner of the page.

### **3. Layout of written work - KS2**

- Use the long date in all books, except for Mathematics.
- Date should be written on the left side of the page, on the top line.
- Leave a line space between the date and the L.O.
- The L.O. should be written on the left side of the page.
- Always leave a line space before starting your work.
- Titles and sub-headings must be underlined with a ruler.
- Self-evaluation must be after the work and on the same page.

## **Monitoring**

Regular work scrutiny by the Headteacher, SLT and subject leaders will ensure the policy is adhered to. All teaching and support staff must follow the school's handwriting policy for teaching handwriting.