

KINGSBURY GREEN PRIMARY SCHOOL

Pride + Effort = Success

PRESENTATION POLICY

Date adopted: September 2019

Review date: September 2022

Aims

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

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To share this information with parents on a regular basis.

For staff

- To ensure every staff member knows the standard of presentation that is expected of them
- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Staff

Remember – you are the most important role model for presentation and high expectations! Use the resources available to you e.g. on the IWB – lines, grids to model good practice 100% of the time.

- **All handwriting** which is on display for the children – on the interactive whiteboard, learning feedback in books, flip charts, display – should be joined, legible, consistently formed and neat using the Continuous Cursive style.
- **All posters, displays, banners, book labels, ANYTHING on display using word processed text should be Continuous Cursive (Use the “Join It” font or Twinkl display resources)**
- All children's work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size (i.e slightly smaller than the page width, height or both) .
- If a child is away please ensure that their book is marked with 'absent' and write the short date.

Expectations for Children

Use of pencils and pens:

- Pencils should be used in all Maths books and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil (2cm wide).
- Handwriting pens should be used for written work as soon as the child is joining cursively and clearly
- Handwriting pens must be fibre tip. No ballpoint, biros or felt pens should be used.
- 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.

Expectations for Handwriting

- The Debbie Hepplewhite/ "Join it" scheme is the agreed scheme for teaching handwriting.
- This Continuous Cursive font is the preferred style for all worksheets and hand-outs.
- The "join it" font is available on all school networked computers
- All writing seen by and produced for all displays should be in Continuous Cursive
- Handwriting is taught for 10 minutes per day in the first part of the Autumn Term until half term and then as an integral part of all written work

Expectations for Layout

- The date is written on the top line on the left hand side; the Learning Question (LQ) on the next line.
- The date and Learning Question must be underlined **using a ruler**.
- Miss a line under the LQ and start at the margin.
- Leave one line between each paragraph. – Indents will be taught as necessary.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- Write **ON THE LINE**. Do not write in the margin, unless numbering.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line.

Layout in Mathematics

If appropriate, pages can be divided into two with a ruled line so that space is not wasted.

In Years 4, 5 and 6, in addition to the margin on the left hand side, children should rule off 3cms on the right hand side where they can show their working out.

- The "short date" e.g. 01/06/14 and the LQ should be written on the top left hand side, underlined with a ruler
- All figures must be written neatly and **clearly with one figure to each square**.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- Calculations which involve 'carrying' should see the relevant digit written smaller than usual beneath the bottom line.

Monitoring of the Presentation Policy

The Senior Leadership Team will monitor children's work on a half termly basis as a minimum to ensure that the policy is being implemented consistently. Good presentation and good progress in this area will be acknowledged and celebrated in assembly.

Outcomes of the Presentation Policy

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all children and adults.

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PRESENTATION RULES

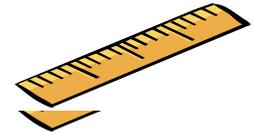
I will make sure that the date is on the left hand side at the top of my work.



I can write the short date in my maths book.

I will make sure that the title or learning question is on the left hand side of the line on the next line down from the date.

I will underline the date and title/LQ/WALT using a ruler.
I will leave a line before starting my work.



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.



If I make a mistake I will put one neat line through it. ~~oops~~

I will write on the lines in my book. I will always write next to the margin.

In maths books, I will draw my own margin – 2 squares wide.

I will use pencil in all my books until my writing is cursive and clear or in some mathematics.



I will write neatly and present my work in my 100% best handwriting.

I will never draw on or mark the front cover of my book or doodle in my book.

I will use a continuous cursive handwriting style.

Kingsbury
Green Primary
School

Presentation
Policy

September
2019
