

Presentation Policy



Mowmacre Hill
Primary School

This policy was written in June 2016

This policy is renewed annually and so will be renewed: June 2017

Print Name _____

(Chair of Advisory Board)

Signature _____

At Mowmacre Hill Primary School we believe that having a consistent approach towards the presentation of work will 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 year group which outlines the expectations and progression throughout school in the Teaching and Learning Handbook.

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.

Expectations of all adults

All adults in school, especially teaching and support staff, are the most important role model for presentation and high expectations. They are responsible for modelling good practice, ensuring all children understand and follow presentation expectations and intervene to ensure all children present their work to the best of their ability.

Guidelines for presentation of all written work

Completion of written work

For all pieces of recorded work, each child will be provided with a printed copy of the lesson's big question and the success criteria and date.

- No writing or marks of any kind should be on the covers of exercise books.
- Pupils should begin the next piece of work on a new page.
- Pupils will be encouraged to do their neatest handwriting at all times.
- If a mistake is made then in KS1 & 2 - a single line should be drawn through the word
e.g. ~~elefant~~ elephant
- Pupils will use rulers for drawing all lines.
- In KS2 a 2 squared margin should be drawn, if there is not one pre-printed.
- If an exercise is numbered, the numbers are to be put in the margin followed by a full stop.
- Calculations will also be written across a page to ensure space is not wasted

Use of pens and pencils

- Pupils in Foundation Stage will use a variety of mark making materials.
- In KS1 pupils will begin by using a pencil and will develop their handwriting skills.
- A pen licence (and pen) will be awarded when the pupil's handwriting is consistently neat, joined and appropriate to the task.
- Additional arrangements will be made for those children who are left handed to prevent working being smudged due to the movement of the hand across the page.