



Mill Lane Community Primary School & Windmill Community Nursery

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Presentation Policy

Intent

We aim to raise the standard of children's presentation of their work and to increase their sense of pride in how it looks.

All children should be aware of the standards expected of them and aim to present their work to a high standard at all times.

In order to ensure this happens consistently throughout the school, clear guidance on the standards and conventions used needs to be laid down and applied in every lesson, whichever member of staff is taking the class.

Implementation

This set of guidelines will facilitate clarity and consistency about what constitutes high presentation of children's work Mill Lane School which all children and staff can recognise, understand and follow.

Expectations and general guidance

- Staff will consistently apply the presentation policy in all activities which involve work being recorded.
- Children will indicate an error with one neatly ruled line through the work (if using pen) or by rubbing the error out. **Children need to be taught how to do this neatly.**
- Children will be expected to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- All work will be completed in pencil unless a pen licence has been awarded to the child.
- Children will be encouraged to sharpen pencils and reminded to ensure they are sharp before writing.
- Editing and alterations in response to marking and feedback should be completed in purple polishing pens.

Teacher's handwriting should always reflect the school style when marking books or when writing on whiteboards and displays.

Overall presentation of books and work folders

- Children are expected to keep books and work folders well presented. They should not 'doodle' on covers or pages.
- All exercise book covers should display a typed sticker with the child's name, subject and year group.
- 'Scaffolding sheets' should be kept to a minimum. Any scaffolding sheets which have been used should be trimmed to fit inside books before being stuck in straight. Copying at 93% is best practice.
- In Maths books, children will be taught to write 1 digit per square. Rulers will be used for drawing graphs, tables etc.

Individual guidance for Early Years, Foundation Stage, Key Stage1 and Year 3

- All pieces of work will contain a printed label which includes details of the Learning Objective, date and sometimes a set of success criteria. This is phased out during the summer term in Year 3.
- Children will write in pencil unless they have been awarded a pen licence
- Pen licences will be given when children demonstrate the ability to write fluently and legibly across **all** areas of the curriculum.

Individual guidance for Years 4, 5 and 6

- In Literacy and Curriculum work the children should write the full date on the top line e.g. Monday 8th September 2019.
- In maths, they should write the short date alongside the learning objective (if not specified on a sheet).
- The children should then miss a line before writing their Learning Objective or title. Another blank line should be left before children start their work.
- The date and learning objective/title must be underlined neatly using a ruler.

Impact

As a result of applying this policy across all areas of the school children of all abilities will be able to present their work to the highest possible standard, thus increasing their confidence and self-esteem. Higher standards will be achieved across the school as a result of a greater level of consistency in terms of the standard of presentation expected.

Reviewed: October 2023

Next Review: October 2025

Signed on behalf of Governing Body:

