



Frieth C.E.C. School

Presentation Policy

“Let your light shine”

Member of staff responsible: SLT

Governor responsible: Curriculum Committee

Headteacher’s signature: Martin Gosling

Chair of Governor’s signature: Jill Dean

Values

These are the Christian Values that you believe are both taught and learnt

Respect
Responsibility
Resilience
Kindness
Honesty
Creativity

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 motivate 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 biros 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.
- Rubbers can be used to correct mistakes

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 underlined with a pencil and 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 on the next line.
- For display work the title should be in the middle of the page.
- Always leave a line space before starting your work.
- If children are unsure of how to spell a word, they will place dots underneath and correct once their writing is finished. This is to encourage adventurous word choices whilst still taking into account the spelling of the word. Teachers should model this in their own writing.
- Titles and sub-headings must be underlined with a ruler and a pencil.
- The purple pen of progress should be used for children to correct and edit their work.

3. Layout of written work – KS2

- Use the long date in all books, except for Mathematics.
- Date should be underlined with a pencil 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.
- For display work the title should be in the middle of the page.
- Always leave a line space before starting your work.
- If children are unsure of how to spell a word, they will place dots underneath and correct once their writing is finished. This is to encourage adventurous word choices whilst still taking into account the spelling of the word. Teachers should model this in their own writing.

- Titles and sub-headings must be underlined with a ruler and a pencil.
- The purple pen of progress should be used for children to correct and edit their work.

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.