

Bicton C.E. Primary School and Nursery

Learning for a Lifetime



Presentation Policy

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Rationale

A consistently high standard of presentation and handwriting is promoted across the whole school which all children and staff recognise, understand and follow. For children and staff this aims to foster a sense of pride and respect in their work.

Expectations of staff

- All staff are role models of this presentation policy and should demonstrate good practice.

Presentation of books

- All books are labelled with stickers with child's name, class, year group and subject.
- Children should not write on the covers of their books.
- Learning groups may be indicated by a coloured sticker on the spine of the book.
- Books should be kept in appropriate places where they cannot be scuffed, ripped or bent.

Presentation of work

- Every piece of work is dated with a long date e.g. Monday 4th March 2019. This may be in short date format in Maths e.g. 04.03.19
- All work has a title. This may be typed but may be handwritten by the children where appropriate.
- The date must be aligned to the left.
- Children use guidelines if they are writing on plain paper (Y2 onwards).
- When underlining, a ruler should be used at all times.
- All diagrams and drawings are in sharp pencil.
- No felt pens are used in books, only coloured pencils.

- New work is started on the next blank page of the exercise book.
- Where children are absent, this is indicated by the date and 'absent' noted next to it at the bottom of the most recent piece of work.
- Where work/labels/headings are stuck into books, they are straight and cut to size. No pieces of paper should stick out of the sides of the book.
- Teachers may provide feedback in books using the 'Tickled Pink' and 'Blue to Bloom' pens.
- Stamps and stickers may be used to provide feedback at the teachers' discretion.

Corrections to work

- One single line is used to cross out mistakes or edit writing.
- The 'Powerful Purple Pen of Progress' is used for self-editing, peer assessment and corrections.
- Rubbers may only be used at the teachers' discretion. Bicton CE Primary School celebrates the learning from mistakes.

Subject specific books

- When writing in maths books or on squared paper, the expectation is one number per square. In KS1, children use 1cm² books and KS2 use 0.7cm².
- Graphs or diagrams in any subject should be completed with a sharp pencil.

Equipment

- Children are provided with all the tools that they need in school, therefore pencil cases are not needed.
- Other resources are clearly labelled within classrooms, to promote independent access to resources.
- Children should write in HB pencil.
- When using handwriting pens, children are assigned their own named Edding handwriting pen.

Handwriting

- Details on our handwriting policy are contained within the separate Handwriting Policy.
- There must be a handwriting poster on display in all classrooms showing the agreed letter formation.
- All staff should model the handwriting style when writing on the board, and in their marking.

Celebration and Motivation

All staff ensure that presentation and handwriting is promoted by:

- Celebrating work of a high presentational standard through written or verbal feedback
- Ensuring good presentation and handwriting is rewarded in line with the whole school behaviour policy

Inclusion

These expectations apply to the vast majority of children in our school. Occasionally, a decision will be made to personalise expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. children with physical difficulties writing). Difficulties are addressed through appropriate interventions or specific equipment.