



## PRESENTATION POLICY

*“Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual. The golden thread running through our vision is the mental health and wellbeing of our school community. By creating a safe, supportive and relational environment for all, we enable our children to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.”*

### AIMS

- To work to set guidelines
- Through adherence to the guidelines, to ensure continuity, progression, and consistency throughout the school.
- Children will accept that a high standard of presentation is expected as part of their daily targets.
- Work presented to the children is consistent.
- To set levels of expectation and raise standards overall

### GUIDELINES

#### **Books**

- High quality books will be purchased for the children to work in. Any child that refuses to present to the expected level, will be required to use standard books until presentation is of the quality expected.
- Graffiti will not be acceptable on any book, inside or outside.
- The name of the child, class and subject will be clearly written on a computer label and stuck on the front using the Letter join font, along with stickers to indicate GROUPS.
- Too many worksheets stuck in a book can be untidy and make a child's handwriting untidy, for this reason they will be kept to the bare minimum. When worksheets are used, they will be trimmed and stuck in the book. When choosing to use worksheets teachers will always evaluate 'Do we really need them?'
- Children will start a new page every day.
- A new page will be started for new topics. At the start of every new topic/unit for all subjects a knowledge organiser will be printed by the teacher which will be stuck in the books. This will denote the start of a new topic.
- Felt tips will not be used in exercise books.
- Exercise books will not be folded back when children are working in them.
- At the start of each piece of work a LO and SC will be stuck in on the left-hand side of the page. It will follow the given format (Letter join 11).
- The marking policy will be stuck on the inside cover of every book.
- Question numbers will be written inside the margin.
- In Maths, the date will be written numerically. I.e. 07/09/20. For all other subjects this will be written in full. The date will always be underlined.

### ***Writing Implement***

- Children will write in HB pencil until they are capable of writing with pen. When a teacher feels a child is ready to write in pen then a referral will be made to the English SL, who will make the final decision- no matter which KS2 year group the child is in.
- Children to write in pencil at Key Stage 1.
- Children should write in black ink, once a pen license has been granted. All drawings and margins should be drawn with a pencil.

### ***Workbooks/Worksheets***

- Use of workbooks and worksheets will be kept to an absolute minimum. Please note worksheets can limit the amount of work and cap children's learning.
- Where worksheets must be used add the date, learning objective and success criteria as done in books.
- Worksheets, which just require one-word answers or colouring should not be used other than in very rare circumstances and if it supports the learning objective and never as a time filler.
- Most of the work should be completed in exercise books, encouraging the use of writing in complete sentences.
- Children will be taught how to set out work and expectations made very clear from the onset.
- Where children are expected to draw, labels or a plain sheet of paper should be used. No child should draw on the lines within the book.

### ***Number Work***

- Reversals in numbers in children's work will always be corrected.
- Children should learn to write numbers in line and to a set format. One number or sign should be written in one square. Numbers should not be squashed.
- Rulers should be used to draw any lines in number work from Year 2. The children in Year 1 will be encouraged to use rulers when they are ready.
- Pencils should always be used in Maths books.
- All diagrams and tables must be drawn in pencil- for all books.

### ***Displays.***

- No date should be written for display work.
- Any work that is for display should be done on plain paper using guidelines, without a margin.
- At the bottom of the work the children will miss a line and the child's first name will be written.
- Displays will make use of the letter join font.
- Displays will make use of hessian at all times.
- All work on displays will be double mounted, with the darkest colour at the back. It should share with the audience what the children did. The LO and SC should also be included.
- Every effort will be made to make displays in corridors and outside of classes as 'wow' as possible making use of artwork and fabric.

### ***Handwriting***

See Handwriting Policy.

- All children will be taught the cursive style of writing using Letter join from Y1.

### ***Mistakes***

- Any mistakes should be struck out with one single line using a ruler and a pencil if children are writing in pen.
- Scribbling is not acceptable.

- If the mistake is quite long e.g. a paragraph, one diagonal line should be drawn through the work using a ruler. Again, this will be done in pencil.
- Erasers can be used at the discretion of the teacher.

***Presentation of work by staff***

- Staff will take pride in their own presentation to inspire the children, both in books and on the board.
- Comments in Key Stage 2 books will always use cursive handwriting, in KS1 pre-cursive handwriting will be used.
- When writing comments on children's, staff will write using the lines in the book or in a straight line if there are no lines.
- Feedback in children's books must follow the guidelines set out in the Marking and Feedback Policy.

**Monitoring and Evaluation**

The Headteacher will monitor work frequently. Subject Leaders will monitor work when appropriate. Evaluation of the monitoring will be fed back to staff individually or collectively as necessary.

**Date of Review:**

Samaira Nasim:  
September 2024