



Devonshire Primary Academy Presentation Policy



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Adopted by Governors/HT: HT
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Person responsible for policy: NDean

Devonshire Primary Academy

Presentation Policy

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.

Objectives

- To ensure each individual presents their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the high standard of presentation that is expected of them.
- To share this information with parents on a regular basis.

For Teachers

- To create consistency in high standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Teaching Staff

- Remember – you are the most important role model for presentation and high expectations! Use the resources available to you e.g. on the IWB – lines, grids to model good practice.
- In EYFS emergent writing is valued and promoted and the children are ‘encouraged’ to read their script.
- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed and neat. (Joined from Y2+).
- All children’s work must be marked using the agreed marking policy (green pen/highlighters).

- When sticking work/labels/headings in books ensure they are straight and cut to fit neatly inside the book.
- Books will be labelled stating the child's name, class and curriculum area.
- Each piece of work that is guided by a teacher or teaching assistant will have the appropriate written symbol (see visual marking policy poster) to identify that they have been supported.
- Independent pieces of work do not require a symbol.

Expectations for Children

Use of pencils and pens:

- Pencils should be used in all Maths books and in draft work if appropriate.
- The children should be expected to join their handwriting from Year 2 onwards using the school's agreed cursive handwriting style.
- The children will begin to learn basic joins from Year 2.
- Pens (blue handwriting pens, only supplied from the school) should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent (having obtained a pen licence from a member of SLT).
- Felt pens should not be used in exercise books for underlining or illustrations. Any drawings or diagrams should be drawn with pencil. Labelling of diagrams should be done on ruled pencil lines using the drawing page where applicable.
- Children must not, under any circumstances, be allowed to deface any book by doodling, filling in letter shapes, or by any other inappropriate use of their pen or pencil.

Expectations for Layout

- All pieces of written work must be dated and titled with WALT (We are learning to).
- Pupils are expected to write out the date in the short form (01.09.15) for Maths.
- In English and all other subjects the full date will be written (Tuesday 1st September 2015).
- DUMWUM helps children to remember how to start their work: date, underline, miss a line, WALT, underline, miss a line. This should be displayed in all classrooms for children to refer to.

- At KS2 the WALT should be written by the child, if appropriate for ability.
- At KS1 the WALT may be written, typed or stuck into books or as KS2 if appropriate.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Don't leave over half of a page blank, or whole blank pages.
- Start a new line for a new paragraph.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write (rubbers only to be used at the discretion of the teacher).
- Always write ON THE LINE.
- When completing grammar/comprehension exercises, a new line should be used for each new answer.