

**Ashley C of E Primary School**

**Presentation and Display Policy**

**Date: September 2016**

**Review Date: September 2018**

**Aim:**

The aim of this policy is to ensure consistent and high standards of presentation and display throughout the school in both the children's books and on display boards

**Presentation:**

- From Year 3, children to write their full name, subject and class on the front cover of their exercise books. From Reception to Year 2, class teachers will name book covers.
- Book covers to be labelled only. No decoration or doodling. Topic book covers may be designed.
- In English exercise books, date to be written in full, on the left hand side and on the line from Year 3. The date should be underlined with a ruler. The title should be placed centrally on the page and underlined with a ruler.
- In Maths and Science books, the short date should be written at the top of the page and underlined.
- Titles to be underlined with a ruler in all subjects from Year 3.
- Both pencil and black or blue pen, not biro, to be used for written work from Year 3, depending on the task.
- If mistakes are made in writing, a single line should be put through them. No ink erasers should be used.
- In Maths, pencil should be used at all times.
- Rulers to be used where a straight line is required in Maths.
- In maths, if pencil mistakes are made, these should have a single line put through them. Rubbers should not be used, except where appropriate e.g. accurate drawings of shapes in KS2.
- Corrections in Maths should involve rewriting the calculation / problem, not rubbing out the incorrect answer and changing it.
- From Year 2 up to 3 spellings to be corrected at the end of a piece of written work. Children to *Look, Cover, Write, Check* the spelling 3 times.
- No felt tip pens to be used directly into books. Children to use colouring pencils in preference to felt tips.
- In the Juniors where the children use a green pen to respond to feedback this should be done neatly and carefully
- Any work that is stuck into books must be trimmed so that it fits neatly on the page

### Display:

- Displays to highlight the process of learning.
- Displays should be a celebration of the children's best work.
- Displays should be an opportunity to reinforce learning, including the use of key language and learning questions.
- Displays should have a title and context.
- Individual children's work should be named where possible.
- Each child should have at least one piece of work on display during a term.
- Work for display should be mounted when appropriate.
- Class displays should cover a range of subject areas.
- Display boards to have borders.
- Class and corridor displays to be changed at least termly.