

Nurturing Trust,
Confidence,
Spirit & Ambition



Treverbyn Academy

Presentation Policy

Date becomes effective: September 2015

Next review date: September 2017

Person responsible for implementation: Head of School

Author: Head of School

Treverbyn Academy

Presentation Policy

Presentation of work is critical to its quality. Pupils need to be given the appropriate skills to present work well. Excellent content can be severely devalued by poor presentation.

Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the pupils.
- To create a clear and consistent set of guidelines for the presentation of pupils learning.
- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

Expectations for Teaching Staff

Remember – you are the most important role model for presentation and high expectations! Use the resources available to you eg. on the Interactive White Board – lines, grids to model good practice.

- All handwriting which is on display for the pupils – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- All pupils work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- Make sure that **pupils** clear work surfaces and the floor before leaving the room- this engenders a 'tidy desk/tidy presentation' policy in all we do.
- **If a child is away** please ensure that their book is marked with 'absent' and write the date and Learning Objective.

Expectations for pupils

Book covers should indicate:

- Child's full name
- Class number and teacher's name
- Subject
- Year Group identifier
- Pupils should **not** write on the covers of their books, **no doodling or graffiti.**



Date of work in books:

- All work should begin with the date. In literacy this should be written in the following way: Tuesday 10th September 2015. In all other subjects the short date can be written in the following format: 10.9.15. (Some discretion may be used for pupils who find writing physically challenging.)
- For KS1 pupils work towards this standard as soon as pupils are able. Until then an adult should write the date for them.
- Date to be written on the LEFT side of the page and underlined with a ruler.

LO and Title of work in books:

- It is not necessary for pupils to write the learning objectives in their books for each piece of work themselves. This can be done by an adult or can be stuck in the books. Each piece of work must have a learning objective.
- Titles should be left aligned and underlined with a ruler.
- **Titles** must be in normal sized writing. **Not large!**
- For younger pupils, teachers are encouraged to work towards this standard as soon as pupils are able.

Presentation of work:

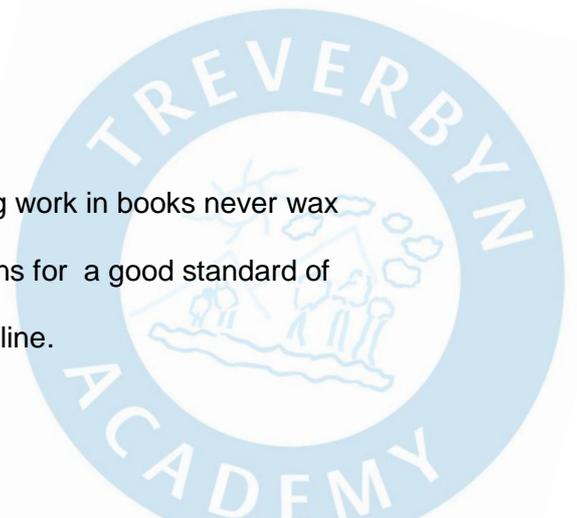
- Miss a line under the title.
- Write on the lines not in the margins.
- Insist upon one digit in one box in Maths.
- Felt pens should never be used in exercise books.
- Pupils should not rule off on completion of a piece of work nor sign it as 'the end'. Space should be left for teacher's comments and pupils responses (Purple Practice).

Handwriting

- All staff to use the Collins programme in Key Stage 2 and Read Write Inc handwriting in Key Stage 1 and Foundation Stage for letter formation guidance.
- All pupils should write in pencil in their books until teachers are satisfied that they can consistently write in a fluent cursive style. Then they should be awarded a pen to write with and given a pen licence.
- The pen licence should be taken away if the presentation of the work becomes of an unacceptable standard.
- Pupils will be given a handwriting pen for use in their own work in school, except for numeracy where all work must be completed in pencil.

General presentation

- Pupils should use pencil crayons when illustrating work in books never wax crayons or felt tips.
- Adults should have consistently high expectations for a good standard of presentation overall.
- Errors should be crossed out with a single pencil line.



- Pupils may use rubbers at the teachers' discretion.
- A child should not "doodle" or in any other way mark any of the pages in their exercise books.
- Worksheets, diagrams etc must be trimmed before being stuck in the books.

Teaching Boards (e.g. whiteboards and Interactive Whiteboards)

Remember pupils are copying you!!

Date:

- Full date and digital date underneath – both underlined
- Both dates left aligned

Title of work:

- Left aligned and underlined

Handwriting:

- Teacher should **model the appropriate cursive handwriting style** whenever they are writing for the class unless this mitigates against pupils's ability to read the text. Make sure you take the care you will expect them to take.

School Documentation

- We will have a "House style" for School documentation. This applies to all formal documentation such as policies, Headteacher's report to governors, letters to parents, etc

Font type/size:

- Arial size 11 (same as this piece of text)

Pages and sections:

- Number all pages – right aligned
- All headings left aligned and underlined
- Section headings in bold

