



St John of Jerusalem
Church of England Primary School

Presentation Policy

September 2016 - July 2017

Note: This policy will be reviewed annually

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The Aims of the School

Presentation Guidelines for Key Stages 1 and 2

High expectations and a pride in all we do.

The following guidelines for presentation are part of the whole school response policy. At St. John of Jerusalem the children are encouraged to work to a high standard and as such, great emphasis is placed on setting out work neatly and correctly. Each Key Stage agrees to the strategies they will use. Throughout the whole school there is continuity and progression in terms of presentation. This is especially so in the case of presentation basic skills learnt in Reception and Key Stage 1 are built upon and reinforced in later years. The presentation guidelines laid down are the ideal and so early in the school year some children may be working towards achieving the ideal. This should be borne in mind when looking at any work the children offer.

There are certain strategies that are common to all year groups for presentation:

- Materials of the highest quality are used with the children.
- Loose paper is always cut on a guillotine or cutter.
- Children do not write anything on the covers of their exercise books
- All Staff write to a high standard in the form of handwriting relevant to a particular year group on the white board and on worksheets.
- Work is displayed according to the guidelines given in the display policy.
- All children should be taught to use a ruler correctly and should start to use this as soon as they have accomplished this.
- Children should not use rubbers for their written work, but should put a single line through any mistakes (rubbers can be used for Art and D&T designs)
- The presentation guidelines will be displayed on the inside cover of all books.
- Children should never use felt tip pens in their exercise books.

Children of all age groups are encouraged to check their work to make sure that it is finished and that they are happy with it. A copy of the relevant presentation guidelines are given to any supply teacher or student teacher who is working in a particular class or year group.

Reception

Presentation:

- Children work in plain paper books (later in the school year half plain and half 15mm lined books could be introduced)
- Work is always in pencil
- Children never use erasers (the teacher may rub out for a child), but they encouraged to use a single line to cross out mistakes.
- Only the long date format is used in written work for example Monday 18th December
- The teacher dates work in Mathematics using the short date format, for example 22/01/14
- Children may use a dot • in mathematics to indicate a mistake
- Number work is corrected by the child at the side of the error unless the teacher decides to rub out the error instead
- If a child reverses a number in part of their work, which they can identify, they correct it by writing over the top (the teacher will write a set of numbers at the end of the work for the child to write over as further practice).

Year 1

Mathematics Presentation:

- Children work in squared books
- Work is always in pencil
- Erasers are never used by the children
- The teacher dates work in the short date format, for example 12/12/2009
- Each digit in a sum or equation is written in its own square
- Titles and sentence answers are written in usual handwriting style, not one letter per square.
- Any mistakes are crossed out by a single line
- When the children are recording horizontally they are asked to leave a space (that is, squares between sums)
- By summer term to be able to rule a margin 2 squares wide in book and number work in the margin.

English Presentation:

- Children use half plain and half 15mm lined books
 - By summer term to be able to use 15mm book
 - Work on paper is written on plain or 15mm lined paper
 - Work is always in pencil
 - Erasers are never used by the children
 - The long date format is used, for example Wednesday, 3rd January 2014 (when appropriate to ability or lesson).
 - Any mistakes are crossed out by a single line
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Year 2

Mathematics Presentation

- Children work in 1 cm (2) maths books or on 1 cm (2) paper
- Work is always in pencil
- Any mistakes are crossed out by a single line
- By Summer term, pupils should be writing learning intentions
- Equations are written three across the book with one line of squares between
- A line of squares is left between each row of equations
- Start date is written in Mathematical format e.g. 4/12/14
- Children rule a margin 2 squares wide in book and work is numbered in the margin.
- The date and LI will be underlined with a ruler as illustrated in the attachment.

English Presentation:

- Children use 15mm lined books and work on paper is written on 15mm lined paper
- Work is always in pencil
- Erasers are not used except under teacher guidance, supervision or by the teacher for the child.
- Long date is used, for example, Wednesday, 23rd January 2014
- Underline date and title with a ruler
- Title is written
- Any mistakes are crossed out by a single line

Years 3 and 4

Mathematics Presentation

- Children work in 1 cm (2) maths books
 - Work is always in pencil
 - Erasers are not used except under teacher guidance, supervision or by the teacher for the child
 - Last piece of work is ruled off with a ruler
 - Children rule a margin 2 squares wide in book and work is numbered in the margin.
 - The date and LI will be underlined with a ruler as illustrated in the attachment.
 - Rulers are used for all underlining and for drawing tables and graphs
 - Short date is used, for example or 23/01/14
 - Each digit in a sum or equation is written in its own square
 - Titles and sentence answers are written in usual handwriting style not one letter per square
 - Sums/answers are numbered by a digit followed by a dot, for example 1. 2. 3. 4.
 - Any mistakes are crossed out by a single line drawn with a ruler
 - Equations are written two across the book with three lines of squares between
 - A line of squares is left between each row of vertical equations
 - Children must be encouraged to show workings
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English Presentation

- Children use 10mm lined books
- Long date is used, for example Wednesday, 23rd January 2014
- Children rule a margin 2 squares wide in book and work is numbered in the margin.
- The date and LI will be underlined with a ruler as illustrated in the attachment.
- Miss a line before body of text
- Numbers for answers are written in the margin with a dot after the digit, for example 1. 2. 3.
- Any mistakes are crossed out by a single line
- The date and LI will be underlined as illustrated in the attachment.
- Rulers are used for all underlining and for drawing tables and graphs

Years 5 and 6

Mathematics presentation:

- Children work in 1cm (2) maths books or on 1cm (2) paper
- Work is in pencil
- Erasers are not used except under teacher guidance/supervision/or by the teacher for the child
- Last piece of work is ruled off with a ruler
- The date and LI will be underlined with a ruler as illustrated in the attachment.
- Rulers are used for all underlining and for drawing tables and graphs
- Rulers are used for all underlining and tables and charts
- Children rule a margin 2 squares wide in book and work is numbered in the margin.
- Short date is used, for example, 12/12/2014 (date is underlined)
- Each digit in a sum/equation is written in its own square
- Titles and sentence answers are written in usual handwriting style not one letter per square
- Sums/answers are numbered by a digit followed by a dot, for example 1. 2. 3. 4.
- Any mistakes are shown by drawing a line through it.
- Equations are written two across the book with three line of squares between
- A line of squares is left between each row of vertical equations

English Presentation:

- Children use 8mm lined books with a printed margin
 - Work on paper is written on 8mm lined paper
 - Work is in black ink. School handwriting pens, ink, cartridge, roller ball or gel pens may be used but not biro pens. If pen is used all lines must be drawn in pencil with a ruler.
 - Rule off last piece of work
 - Erasers are not used except under teacher guidance/supervision/or by the teacher for the child
 - Long date is used, for example Wednesday, 3rd January 2014
 - Miss a line
 - Children rule a margin 2 squares wide in book and work is numbered in the margin.
 - The date and LI will be underlined with a ruler as illustrated in the attachment.
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- Miss a line
- Numbers for answers are written in the margin with a dot after the digit, for example 1. 2. 3.
- Any mistakes are crossed out by a single line drawn with a ruler.
