

St Mary's C of E School



Presentation Policy

Date agreed: 24.09.15

Signed: HJ Tyreman

Headteacher

Signed:

Chair of governors:

Date for review: September 2016

1. Rationale

At St.Mary's we want the children to take pride and care in their work. We therefore expect high standards of presentation in the work that the children do.

This links to the school aims:

- Provide a secure environment, physically and emotionally, in which all children are offered equal opportunities and are taught to value their own skills and abilities and those of others
- Encourage pupils to use initiative and to persevere in the face of changing personal circumstances and varied learning outcomes

2 Aims of policy

This policy aims:

- To have clear agreed guidance on presentation that all staff follow
- To ensure consistency and progression in presentation throughout the school
- To ensure that children are clear of the expectations and develop a sense of pride in achieving these

3 Objective

- To set down guidelines for presentation appropriate to the stage and age of the children.

This objective ensures that children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.

4 Responsibilities

Class teachers and Teaching Assistants are responsible for keeping to the policy. The Senior leadership Team and subject leaders will monitor presentation during work moderations.

5 Procedures and practise

Dates and titles

Foundation stage

Teacher or teaching assistants to date the work. This should be the short date (either written or stamped) on most work.

Key stage 1

Our Maths Non-negotiables for Presentation 2015

- I will always write the short date.
- I will use one square for each digit.
- I will show my jottings and workings.
- I will be able to explain what I have been learning to a partner or adult.
- I will use appropriate concrete apparatus, pictures and/or written methods to explain my maths thinking.

Our Literacy Non-negotiables for Presentation 2015

- I will use the short date (long date expected at the end of Year 2).
- I will use the letter shapes I have been taught.
- I will show where I have changed my work to make it better.

Key stage 2

Our Maths Non-negotiables for Presentation 2015

- I will always write the short date
- I will always write the Learning objective
- I will use one square for each digit
- I will show my jottings and workings
- I will be able to explain what I have been learning to a partner or adult.
- I will use appropriate concrete apparatus, pictures and/or written methods to explain my maths thinking.

Our Literacy Non-negotiables for Presentation 2015

- I will write the long date.
- I will use my cursive letter shapes I have been taught.
- I will show where I have changed my work to improve it.
- I will keep my letters on the line.

General for All children

- The title and Learning objective should be underlined once with a sharp pencil and ruler
- Separate pieces of work should be separated by leaving a line between each piece of work or starting a new page

- Pencil colours should be used rather than felts or crayons to colour pictures
- Mistakes should be either rubbed out or crossed out using a single line.

Handwriting

Children use pencil in their exercise books. Handwriting pens are used for special pieces of work when appropriate (for additional information please see the Handwriting Policy).

Exercise books

Books for each subject will be discussed by staff each year.

All books should be labelled clearly with the child's name, class, subject and what book this is (e.g. book 1)

Monitoring and evaluation

The Senior Leadership Team and subject leaders will monitor presentation during work monitoring to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

6 Special Needs

For children with difficulties with fine motor skills it is acceptable for teaching assistants to scribe the date and title for these children if their writing speed means that too much time is spent away from the task.

7 Equal Opportunities

Our expectations from all children is the same, however children with additional needs or EAL may need some adaptations such as a scribe to record the date and title or the learning objective printed and stuck into the book.

8 Health and safety issues

There are no health and safety or e safety issues with this policy

9 Parental involvement -

Parents will be informed during parents evening from looking in books. A copy of this policy is kept in the office and also on the school website.

10 Governor involvement

Monitoring reports on work moderations which will cover aspects of presentation are available to all governors and discussed at the appropriate governors' meeting.

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Key stage 2

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