



## Ark Tindal 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 motivate each individual to present 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 standard of presentation that is expected of them.

#### **Teachers**

- To create consistency in 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 eg. On the IVB – lines, grids to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- All children's 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 children clear work surfaces and the floor before leaving the room to reduce waste of resources.
- If a child is away please ensure that their book is marked with 'absent' and write the date and Learning Objective.

#### **Expectations for Children**

##### **Use of pencils and pens**

- Pencils should be used in all maths books and in draft work if appropriate.

- Margins in books and on paper should be drawn in pencil if required.
- Pens 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 to be awarded a handwriting licence.
- Pens must be fibre tip. No ballpoint, biros or felt pens should be used.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

### **Expectations for Handwriting**

- The Nelson scheme is the agreed scheme for teaching handwriting.
- Nelson font is the preferred style for all worksheets and hand-outs.
- Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns.
- Handwriting should be taught as per timetable and as an integral part of spelling and phonics lessons. It should also be modelled in every lesson.

### **Expectations for Layout**

- The date is written at the top on the right; the Learning Objectives on the next line on the left against the margin.
- The date and Learning Objectives must be underlined using a ruler.
- 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 a blank page.
- Miss a line under the LO and start at the margin.
- Leave one line between each paragraph.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- Write ON THE LINE. Do not write in the margin.

### **Layout in Mathematics**

- Each page must have a margin 2 squares wide and drawn on the left hand side. If appropriate pages can be divided into two with a ruled line and a margin of 2 squares to the right of it.
- The previous piece of work should be ruled off with the date written in figures on the line below.
- The date and Learning Objectives should be underlined.
- All figures must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- For solving word problems the actual sum should be set out. The answer should be written in a sentence where it clarifies a complex problem or where the focus is on maths vocabulary. Please see the 'Written Calculations Policy' for further guidance.

- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
- Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.

### **Classroom Organisation and Resources**

- All tables should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils.
- Each room has wipe boards available for all the children.
- Children and staff should check the floor and other surfaces before leaving the room eg. at break time for spare equipment.

### **Outcomes of Presentation Policy**

Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.

There is consistency across the school in terms of the standard of presentation expected.

Progression in presenting work between each class is evident and understood by all children and adults.

### **Monitoring of Presentation Policy**

The Senior Leadership Team collects examples of children's work on a weekly basis 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.