



Copperfield
Academy

PRESENTATION POLICY

SEPTEMBER 2014

Copperfield Primary Academy Presentation Policy

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school. It must be shared with all the children with a template displayed in the class as a prompt.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main teaching focus at the start of each academic year, it should be reinforced at the start of each term and then be referred to periodically throughout the year. **Teachers must model these high expectations of neat cursive handwriting and page presentation in their teaching and marking.**

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, Team Points, Assembly awards)
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a weekly basis, practiced each morning and expected to be applied in all writing. The focus of these lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style following the school handwriting scheme.

General rules

- Name stickers will be given to all classes already printed with the child's name.
- Plastic covers will be used for all current exercise books. These books must be stored flat to ensure they remain presentable.
- All drawings and diagrams should be in pencil, drawn on plain paper, trimmed and stuck in books. Pencils should always be sharp.
- School handwriting pens are the only pens to be used once a child is given a pen license. Biro's must not be used.
- Felt pens are not used in exercise books.
- Gel pens should not be used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. for marking.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Rubbers/ erasers are not to be used. Tippex and corrections pens are not to be used.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Setting out the page (at the discretion of the teacher according to age and ability)

- **Date** is to be written on the second line at the top of the left hand side of the page. The very top line is not to be used as this encourages oversized writing.
- **Learning Intention** is written on the next line down on the left hand side of the page.
- **Title** (if there is one) is written on the line beneath the learning intention in the **center** of the page. The title is underlined with a ruler (from Year 2 upwards).
- **A line is left blank** underneath either the learning intention or title (when there is one) with writing starting on the second line below.
-

Sticking in

- Worksheets must be kept to a minimum but when they are used they are to be folded in quarters before being stuck in books. They should be stuck in neatly and squarely on either the top or bottom half of the page. Space should be left alongside the stuck in work for marking comments. Children can be taught to stick their work in accurately from Year 1 upwards. No work sheets should protrude from an exercise book.

Monitoring

Presentation will be monitored by the Senior Leadership Team on a regular basis through:

- Work Scrutinies
- Lesson Observations
- Pupil interviews

This policy links to the school's Handwriting Policy.

Date Agreed:
September 2014.

Date Reviewed:

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term of FS.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.

Learning intention.

- Adults will add the learning objective (either written or stuck in) until children are capable of adding this independently and then it can be in the short form eg; 'adding', 'full stops'.

Staff will encourage

- Staff will emphasise correct letter formation and left - right orientation.

- Children will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Staff will emphasise correct letter formation and cursive scrip through the regular teaching of handwriting following the school's Handwriting Policy. Staff will encourage children to form their numbers correctly (including an 'open number four' and not a European seven).

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this. There should be no crossing out using multiple lines or scorings.**

Dating work

- In maths the short date is used, e.g. *16.03.15*
- In literacy children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8th September*

Writing the Learning intention.

- Children will work towards writing the learning intention in the short form as above. Key words are sufficient.
- This may be stuck into the book along with Steps to Success but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a weekly basis and correctly letter formation will be reinforced through other work (English, topic, maths books).
- Handwriting books will be used for this.

Indicating errors

- Children will indicate an error with one neat line through work.

Dating work

- In maths the short date is used, e.g. *16.03.15*
- In literacy the longer date is used, e.g. *Monday 8th September*.

Writing the learning intention

- Children will write the learning intention again in short form. Key words are sufficient.
- This may be stuck into the book along with the success criteria but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Years 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well using cursive script should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used (except for 'Blue Pen' assessment work).
- Children will not use biro or gel pen.
- Rulers must be accessible at all times
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a weekly basis with a focus on correct letter formation and cursive handwriting.
- Handwriting books will be used for this.

Indicating errors

- Children will indicate an error with one neat line through work. Children will need to be reminded how to do this.
- Tippex or correction fluid is not to be used.

Dating work

- In maths the short date is used and underlined with a ruler, e.g. *16.03.15*
- All other work has the long date, e.g. *Monday 8th September*

Learning intention.

- Learning intention written in short form.
- Title underlined with a ruler.
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Maths Books

- Only pencil to be used
- Children to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books.
-

Years 5 and 6

Equipment

- Children need still to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate blue ink handwriting pens can be used.
- Children will not use biro or gel pen.
- Rulers must be accessible at all times.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out. No lines should be drawn without a ruler.
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a weekly basis only for children who are not forming and joining letters correctly
- Handwriting books will be used for this.

Margins

- Children will be taught to draw margins on the left hand side of the page before writing takes place. The margin should be 2cm wide. They should be taught to measure 2cm in at the top, middle and bottom of the page and then to join up the dots in a continuous line.

Learning Intentions

- written in short form

Indicating errors

- Children will indicate an error with one neat line through work (children will need to be reminded how to do this).
- Tippex or correction fluid is not to be used.

Dating work

- In maths the short date is used and underlined with a ruler, e.g. *16.03.15*
- All other work has the long date, e.g. *Monday 8th September*

Title of work

- Title to indicate work content – usually the learning objective.
- Title and date underlined with ruler.
- This may be stuck into the book along with success criteria but must be stuck in neatly
- If using a text book the name and page number should be stated.
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Maths Books

- Only pencil to be used
- Children to use 1 digit per square

Care of Books

Children will not doodle on pages or on the covers of their books