



BIRCHANGER C OF E (VC) PRIMARY SCHOOL

Presentation Policy November, 2019

Review Date	Reviewed By	Date:	Ratified by (if applicable)	Date:	Next Review Date

Presentation Policy

The aim of this policy is to achieve a consistent approach towards the presentation of work throughout the school to support children in making the best possible progress. The attitude with which the children present their work should be in line with the school vision: We are committed to the pursuit of excellence in all we do- in our work, play and relationships with each other. Everything we do is built on the Christian values of Love, Care, Courage and Truth.

Presentation

It is important that first and foremost children are taught to be confident writers and recorders who enjoy writing and recording the outcomes of their learning and take pride in their work. Implementation of the following presentation guidelines should take place within this ethos.

It is important that recorded work is well presented because:

- high standards of presentation contribute to children taking pride in their work
- it is important that children are able to read their own work
- it is important that adults are able to read children's work
- well-presented work contributes to effective marking.

In Foundation Stage:

- children are applying correct letter and numeral formation
- children begin to write on a line
- children start to learn the formation of cursive writing extending letters with joining flicks.
- children develop a consistent style and gain increasing control over the size of their writing and recording of numbers
- children draw a line through mistakes rather than using a rubber
- children usually write in pencil
- In the summer term some more able children will be encouraged to

In Key Stage 1 it is an expectation that the following should be seen:

- writing extends the school's cursive script to include joining leads in and out of letters;
- writing is joined by the end of Year 2;
- correct letter and numeral formation is reinforced and developed;
- children write on a line and begin to use squared paper for recording in maths;
- children may begin to join their letters in Year 1 and are expected to join their letters by the end of Year 2;
- in Year 1 children begin to date their work using the short date (e.g. 21.09.11) which should either be written on a line or underlined, in Year 2 it is expected for children to write the full date for their work;
- the LO will be shared on a sticker for children in EYFS and Year 1;
- from Year 2 the children will be expected to write the LO from the Spring term or earlier for children with strong skills in understanding and writing;
- the LO will be written by all Year 2 children from the Spring term in Year 2;
- children draw a line through mistakes rather than using a rubber in Year 1;
- rubbers are given to children in Year 2 with the teacher's discretion;
- children usually write in pencil but may use a pen for special occasions.

In Key Stage 2 it is an expectation that the following should be seen::

- children join their letters and form their numbers correctly and clearly;
- children date their work (short date e.g. 21.09.11 for maths and long date for literacy e.g. Thursday 21st September, 2019) which should either be written on a line and underlined in Years 5 and 6;
- long date underlined;
- leave a line before the LO;
- LO: this does not need to be underlined;
- LO to be written in purple pen;
- children develop their use of a pen so that is the main implement for writing by the end of Year 4;
- maths work is completed in pencil;
- children use a ruler for straight lines;
- margin is drawn in literacy books where one doesn't exist;
- children are proficient using squared paper when needed to record their mathematics;
- there must be one number one square;
- a ruled line to be placed under work unless it is at the end of the page.