



# Thornaby Church of England Primary School

## 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.

### **For 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 IWB - 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 (if applicable), 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.

## Classroom Organisation and Resources

All tables should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils, learning journals/draft books etc.

Each room has white 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.

## Presentation - Maths

All children should write the short date at the beginning of each piece of numeracy work. This should be underlined with a ruler. KS1 children should start on a new page each day. KS2 children should leave 2 lines then rule the work off (straight across the page) then leave another 2 lines before writing the new date.

Where applicable children should be encouraged to fold the page in half (top to bottom) to aid setting out. Calculation should be completed from top to bottom of each side.

A 'jottings' page may be used as required. This should be clearly labelled.

Children should miss out a line between each sum and a square between the number of the sum and the start of the setting out.

e.g.

1.		1	6	+	3	=	1	9		
2.		2	5	-	1	5	=	1	0	

In KS2 to avoid confusion with a decimal point children should put a bracket around the number of the sum e.g. 1)

## Presentation - Literacy

KS1 children should start on a new page each day. KS2 children should leave 2 lines then rule the work off (straight across the page) then leave another 2 lines before writing the new date.

The long date should be written in literacy. KS1 children should be encouraged to do this ASAP, until they can do this the long date should appear on the WILMA and WILF statements.

KS2 children should always write the long date at the beginning of literacy work. (Discretion may be given to SEN children) This should be underlined.

If the work is a continuation of the previous days work the short date should be put in the margin at the point where the work started again.

All work should have a title or the WILMA/WILF statements (KS1). In KS2 all work should have a title or learning objectives or success criteria written at the beginning of the work. These should also be underlined.

### **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 carry out work scrutiny on a regular basis.

Part of this procedure includes checking that staff are implementing the presentation policy.

September 2012 to be revised September 2014

September 2014 to be revised September 2016

September 2016 to be revised September 2018

Revised October 2018- To be reviewed October 2020