

HAWKESBURY CE VC PRIMARY SCHOOL



PRESENTATION POLICY

1 – AIMS

To provide a clear and – where appropriate - consistent approach to presentation throughout the school.

To reinforce our high expectations in all that we do.

To further promote a sense of pride for all of our pupils in their work.

To raise standards in writing across the school.

2 – EXPECTATIONS

Teaching Staff

All members of the teaching staff will be required to follow the guidelines within this policy, ensuring that consistency is achieved throughout the school. Teachers should actively promote high standards of presentation with all children, making sure that they have the necessary resources in order to achieve high standards. In addition, all members of staff are required to model the same levels of presentation, both on the board as well as in books.

Handwriting

It has been agreed that all children should adopt the continuous cursive form of handwriting. They will be taught during handwriting sessions in class, with the expectation that all children will be able to join their letters in Key Stage 2.

The continuous cursive font can be used on worksheets, although it is important for children to interact with texts in a range of typefaces.

Page Layout

Dates will be written at the top left of the page. In Key Stage 2, a line will then be left and the WALT will follow on the line below. Both dates and WALTs will be underlined. The long date will be used in English books, but a short date is expected in other books.

Each piece of work will be started on a fresh page. Pages should not be left out in books.

English books

In Key Stage 2, children will be required to write on every other line when doing an extended piece of writing that will require editing.

Maths books

Children are expected to recognise and use the grids on their pages. They should put just one digit in a square.

Children should leave a line between their calculations.

Pencils and pens

Children should use pencils for their work. When they reach Year 5 and 6, they will write with a joined legible style and will be entitled to write with a pen, although they will still be expected to use a pencil in their Maths books. Editing by all children will be carried out using a green gel pen. Children are not allowed to use any other pens in their books.

It is expected that children use pencil crayons when adding colour to their work, as opposed to felt tip pens.

Editing work

Children should cross out any mistakes neatly with a ruler. Rubbers should only be used if an error occurs with a drawing. When upgrading a piece of writing, children will use green gel pens to make their editing clear.

3 - REVIEW - This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

Agreed at the Standards, Teaching & Learning committee meeting on 19th November 2015, agenda item 6.

Signed: Chair of Standards, Teaching & Learning Committee

Review Date: Autumn 2018.

Equalities Impact Assessment: Completed