



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

PRESENTATION POLICY

Mission Statement

*At Holy Family we grow, learn and succeed in
the footsteps of Jesus.*

1. Aim

The purpose of this policy is to produce a consistent approach towards the presentation of work, in every class, throughout the school. Pupils should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure expectations are raised by all staff and engender in all pupils a sense of pride in how their work should look.

2. Pupils' Books

- Books will have a printed name label (masters on shared drive) attached to the cover (straight) with a rectangle of stick back plastic covering (at least 2 cms larger)
- No doodles / colouring on front covers or anywhere in the book
- Books to be kept flat and not folded at the spine as this leaves a ridge in the pages
- Pages not curled at the edges

3. General Presentation

- Mistakes to be crossed out with a single neat pencil line (even if writing in pen), using a ruler. If a pupil makes a mistake over several lines, one diagonal line to be used to cross out the work.
- No felt tip pen in books – pencil crayon only (felt tip may be used on a worksheet at teacher discretion)
- Correction fluid / ink erasers should not be used by the pupils.
- All lines are to be drawn with a ruler and pencil.

4. Worksheets

- To be trimmed before stuck in pupils' books. No worksheet / paper should be sticking outside the edge of the book.
- Worksheets to be stuck in with pritt glue stick
- Worksheets to be stuck in straight.
- Worksheets should only be folded if larger than A4 and unable to be trimmed
- Date / title / Learning Objectives (L) on the worksheet. If the worksheet is folded in half then date / title at the top of the page
- Any reference to the source of the worksheet to be trimmed off
- Names to be put on the back of the worksheet where necessary
- Orientation of sheet, dependent on size

5. The progression of style

- Early Years / Key Stage 1 / Year 3 pupils use a sharp pencil.
- Pupils are introduced to pen from Year 3 and by the end of Year 4, all pupils are to use pen.
- Pupils will always use blue handwriting pens.

6. Setting out each piece of work (See appendix 1)

a) Reception

- Date is written by the teaching staff on the left hand side of the page.

b) Key Stage 1

Year 1

- The day is written on the left hand side of the board (except Maths)

Year 2

- The long date will be written on the left hand side of the top line (except Maths).
- The title (L) will be on the line below, this may be a word eg verbs, compound words
- A line should be left between the title and pupil's work.
- Cursive handwriting should be used.
- Pupils / teaching staff should rule off after the last piece of work before starting the next piece.
- Mistakes are crossed out with a ruler.
- All diagrams and labels should be drawn in pencil.
- Lines to be drawn in pencil using a ruler, using lines in book as a guide

c) Key Stage 2

- The long date will be written on the left hand side of top line (except Maths).
- The title (L) should be on the next line.
- Date and title to be underlined using a ruler and pencil.
- Leave a line before starting task
- Question numbers to be written in the margin.
- When answering questions, leave a line between each answer.
- Cursive handwriting should be used.
- Pupils should rule off after the last piece of work, using the lines in the book as a guide, leaving a line before starting the next piece.
- Drawing a single pencil line, with a ruler, when mistakes are made.
- All diagrams and lines for labels should be drawn in pencil.
- Lines to be drawn in pencil using a ruler, using lines in book as a guide.
- When writing on plain pages or paper, guide lines should be used.
- A new page should only be used if there are less than 8 lines left on the previous page.

d) Classroom whiteboard

- The long date is written on the left hand side with the short date underneath.
- The 'L' written under the short date
- The 'T' written under the 'L'

7. Presentation in Maths (See appendix 2 and 3)

Similar rules apply for Maths as above, with a few exceptions and additions:

- The short date should be written eg 26.6.15, but written in the same place on the page as other subjects.
- All figures must be written neatly and clearly with one digit in each square.
- Leave an empty square between the question number and the calculation.
- In Year 2 – pupils may work in columns, if appropriate.
- For Years 3 the pupils will be expected to draw a margin on the left hand side, one square wide, then fold the page in half and work in columns, when appropriate.
- In Years 4 - 6 each page in the book should be have a margin drawn on the left hand side, the page folded down the middle. Two lines drawn down the middle of the page, either side of the fold , 2 squared wide, for writing question numbers. The pupils' work should be in columns, where appropriate.
- **All** lines and diagrams should be drawn in pencil, using a ruler where appropriate and the lines printed in books as a guide.
- Pupils should work in pencil.

8. Presentation in Religion, Science and Topic

Similar rules apply for Religion, Science and Topic as above, with a few exceptions and additions:

- The long date is written
- The title on the next line, Year 2 might just write a word
- Leave a line after the title to start work.
- Rulers must be used for any diagrams that need straight sides.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in pen if appropriate.
- Any colouring should be done using pencil crayons.

9. Monitoring and Evaluation

Pupils' books will be monitored by the class teacher on a daily basis.

Pupils' books will be monitored by the Senior Leadership Team and subject leaders in line with Annual Audit Trails and regular book scrutinies, with verbal feedback being given to individual members of staff. Where appropriate, subject leaders will highlight good practice and areas for development, in a summary document, for all staff to consider and discuss.