



## **St Gregory's Catholic Primary School**

### **Presentation Policy**

This document reflects St. Gregory's values and philosophy in relation to presentation. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on expected standards.

Through all our teaching and learning we must endure to fulfil our mission statement:

#### **'Education for life in the love of God and neighbour'**

We do so by being committed to helping our children to:

- Reach their full potential in all aspects of their development
- Be confident in themselves and their own ability to face their present challenge
- Have high expectations and pride in their achievements.

To meet the spiritual, moral, physical and educational needs of our children by providing a:

- Rich and relevant curriculum
- High quality educational experience.

#### **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.

#### **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 focus at the start of each academic year and then be referred to periodically throughout the year.

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, House Points, Star of the Week awards)
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy

## **General rules**

- All drawings and diagrams should be in pencil. In KS2 labelling will be done in pen.
- Felt pens are not to be used in exercise books.
- Gel pens can be used in exercise books, when appropriate.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- No writing or doodling on covers or on the inside covers of books.
- Tippex and corrections pens are not used.
- In KS1, rubbers are to be used by the class teacher and in KS2 when appropriate.
- Pencil will be used by all children till they reach Year Three/Four. Children will then be encouraged to use a pen for their work, but if they feel more comfortable using pencil they will be able to use it. Children will be taught when it is appropriate to use a pen and a pencil, it will be expected that once children reach Year Five, they will be able to select the appropriate tool for the work being produced.

## **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.

## **Expectations for each class**

### **Foundation Stage**

Dating work:

Work will be dated by an adult on the left of the page.

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 Objective:

Adults will write an appropriate title which will inform reader of the learning objective.

### **Year 1**

Dating work:

- the date will be written on the left of the page
- In maths the short date is used, e.g. 16.03.03
- In English 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.
- In topic work the full date will be written when able (as above)

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

Indicating errors

- Children will indicate an error with one neat line through work. Children will need to be taught how to do this.

Learning Objective:

Children will work towards writing the title/learning objective by the summer term, earlier if possible.

## Maths Books

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

## Year 2

### Dating work

- the date will be written on the left of the page
- In maths the short date is used, e.g. 16.03.03
- In all other work the longer date is used, e.g. Monday 8th September.

### 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

### Indicating errors

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

### Learning Objective

- Children will write the title/learning objective, if appropriate.

## Maths Books

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

## Key Stage Two

In Key Stage Two children will be taught to use: **DUMTUMS**: Date, Underline, Miss a line, Title, Underline, Miss a line, Start, to begin all work.

### Dating work

- Date written on right and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g. 16.03.03
- All other work has the long date, e.g. Monday 8th September

### Equipment

- Years 3/4 will be the transition time from pencil to pen. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. This will be during the KS2 assembly. Only appropriate blue ink handwriting pens can be used.
- Children will be able to use biro or gel pen as directed by their teacher.
- 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

### 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.

### Learning Objective

- Title to indicate work content – usually the learning objective
- Title underlined with a ruler.
- If short answers are required, pupils can divide the page in half with a neat fold in the centre of the page

### Maths Books

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

**Reviewed by: Whole staff**

**Date: January 2017**