

St. Theresa's
Catholic Primary School



ST. THERESA'S CATHOLIC PRIMARY SCHOOL

Presentation Policy

Our Mission Statement

At St. Theresa's School
We learn together
We play together
We pray together
We grow together in the love of God.

Date of policy review: November 2017

Next review: November 2018

Policy written by: Linda O'Melia
Policy reviewed & passed by: Governing Body
Key person responsible: Linda O'Melia

ST. THERESA'S CATHOLIC 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
- To promote children's sense of pride in their work

Teaching & Learning

The teaching of handwriting and presentation techniques will enhance children's work in all curriculum areas

Teachers need to:

- create consistency in standards of presentation across the school
- 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 the IWB – lines, grids to model good practice
- All handwriting which is on display for the children – on the whiteboard, books, flip charts, display - should be cursive, legible, consistently formed and neat, in line with our handwriting policy.
- All children's work must be marked using the agreed marking policy
- When sticking work/labels/heading in books ensure they are straight and cut to size
- Make sure that children clear work surfaces and the floor and push their chair into the table before leaving the room to display high standards

Children's Exercise Books

- Child's full name written by the teacher/printed on a sticker
- Class year group & name and teacher's name
- Subject
- Children should not write or draw on the covers of their books
- Every book should have a label
- All RE Books should have a special label

Date of work in books

- Full written date in all books except numeracy when the digital date will be appropriate

- For younger children teachers are encouraged to work towards this standard as soon as children are able
- Date is left aligned and underlined in pencil with a ruler from Year 3 onwards

Title of work in books

- Children must write the learning objective “We are learning to.....”.
- The learning objective should be left aligned and underlined in pencil with a ruler. In Year 5 and Year 6 this can be done in red pen.
- For younger children, teachers are encouraged to work towards this standard as soon as children are able
- Line guides may be used when writing on plain paper

Maths Presentation

- All maths work must be dated
- In maths work the learning objective should be written on the horizontal line and underlined using a ruler
- Ensure the children put one number in each square, where appropriate and must write on the horizontal line – not floating across it
- Fold each page in half and work down the left hand side first using a two column margin for numbering.
- A line should be drawn in pencil using a ruler following the fold of the page.
- Pupils should always start their work next to the margin
- All diagrams should be drawn using a pencil
- In year 5 & 6 children may use pen for labelling. The rest of work is to be carried out in pencil.

Finishing Work

- Children should leave a small space approximately 3 lines between each piece of work. Lines must not be drawn.
- This is to provide written feedback from the teacher and a space for the child to comment. Blank pages should not be left.

Handwriting see Handwriting Policy and Scheme

- Teachers must model the cursive handwriting style whenever they are writing on the whiteboard or on children’s work.

General Presentation

- Teachers should encourage a good standard of presentation overall
- A line should be left out between the date and the learning objective
- Children should use pencils when drawing pictures or diagrams in their books
- Errors should be crossed out with a single pencil line
- Children may use rubbers at the teachers discretion
- No biros or tippex may be used
- Exercise books given to the children must follow the correct colour and type specified by the Deputy Head.

Display

- There should be an appropriate emphasis on current literacy and numeracy work on display in the classroom
- Displays should have clear titles and children's work should be named and mounted.
- Displays should include questions so that children can reflect on the learning displayed
- A range of borders, colours, styles is to be encouraged
- Displays should celebrate and reflect recent work. Teachers should ensure that displays are changed every new topic – or every half term.
- Classes will be responsible for some boards in communal areas of the school eg the hall and the area outside Years 5 & 6
- The library should display a range of work from different year groups. This can be a recycled display from the classroom.
- All subjects of the curriculum should be represented in displays in the classroom.
- At the end of each term, displays must be taken down and new paper and borders put up on the display boards.

Reviewed: November 2017

To be reviewed: November 2018