

# The Federation of Boskenwyn & Germoe Schools



## PRESENTATION POLICY

### **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, Team Points, Headteacher awards)

Sharing of good work in whole school assemblies.

Handwriting will be taught or practised in line with the handwriting policy on daily basis in KS1 and at least once a week in KS2. The focus of these lessons will be correct letter formation and joined handwriting. Children will need to be taught how to write in a joined style.

### **PUBLISHING**

Children will publish work at least once a half-term. Children will publish in year group books that will set the standard for any following work. Published books should be accessible in the classroom.

### **GENERAL RULES**

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. green pen for marking.
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.

- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Tippex and corrections pens are not used by pupils.
- Any worksheets must be trimmed and stuck into books neatly.
- Once in KS2 children are able to earn a “pen licence” and can write in black or blue ink (no biros)

### **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.

### **HANDWRITING**

Staff will emphasise correct letter formation and orientation, through the daily teaching of handwriting during phonics, English or discreet handwriting sessions and regular reinforcement.

Children will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

### **DATING WORK**

In English, the long or short date should be at the top of each piece of work.

In Maths and all other subjects, the short date is used.

### **MATHS BOOKS**

Only pencil to be used, apart from when responding to purple pen comments.

Children to be taught to use 1 digit per square

### **INDICATING ERRORS**

Children will indicate an error with one neat line through work. Children will need to be taught how to do this or rubbed out fully.

### **CARE OF BOOKS**

Children will not doodle on pages or on the covers of their books or turn corners of pages.

### **MONITORING**

Presentation will be monitored by the Senior Leadership Team on a regular basis.

**Reviewed: September 2022**

**Next Reviewed: September 2023**

**Paula Blackburn, Executive Head Teacher**

**Russ Monhemius, Chair of Governor**