



Wombridge Primary School

Presentation Policy

Approved by the Governing Body: May 2022

Revision Date: May 2025

Written by Mrs E Solomon Headteacher

Aims

To establish high expectations and pride in everything we do – both of ourselves and of the pupils.

To create a clear and consistent set of guidelines for the presentation of pupils' learning.

Objectives

- To motivate each pupil to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.
- Remember – you are the most important role model for presentation and high expectations.

Use the resources available to you, e.g. on the whiteboard – lines and grids to model good practice

- All handwriting which is on display for the pupils – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed and neat.
- All pupils' work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- Make sure that pupils clear work surfaces and the floor before leaving the room to reduce waste of resources.

Expectations for Pupils

Use of pencils and pens

- Pencils should be used in all Maths books and in draft work if appropriate.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the pupil's handwriting to be sufficiently neat and fluent.

Expectations for Handwriting

- Pupils in EYFS and KS1 will use RWI as the foundations of formation and handwriting.
- The Nelson scheme is the agreed scheme for teaching handwriting.(September 2022)
- Comic Sans font is the preferred style for all worksheets, display information and handouts.
- Use the correct size letters- capital letters at the start of sentences and for proper nouns.
- Handwriting is taught for at least 30 minutes per week and as an integral part of spelling and phonics lessons.

Expectations for Layout:

- Learning objective label is stuck on the left hand side of the page, straight and in line with book lines or squares.
- Then miss a line
- If writing the date and title, it must be underlined using a ruler.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Don't leave a blank page..
- Paragraph indentation should be used as soon as the pupils are confident to do so.
- If you make a mistake, draw one neat line through the mistake, or rub out and start again – do not over-write.

Layout in Mathematics

- The previous piece of work should be ruled off if the whole page has not been used. Do not miss pages.
- Learning objective label is stuck on the left hand side of the page, straight and in line with book lines or squares.
- All digits must be written neatly and clearly with one digit to each square.
- Each calculation and subsequent answer must be clearly numbered but also distinguishable from workings out/notes.

Classroom Organisation and Resources




- Pupils should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils
- Each room has individual whiteboards available for all the pupils.
- Pupils and staff should check the floor and other surfaces before leaving the room e.g. at break time, for spare equipment.





Outcomes of Presentation Policy





- Pupils of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all pupils and adults.

Monitoring of Presentation Policy

- The Head Teacher will monitor via the awarding of Head Teacher's stickers for exemplary work.
- Regular work scrutiny by staff, including subject co-ordinators will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Presentation Expectations EYFS	
I will start my work on the next clean page.	
I will use a writing pencil for my work.	
I will keep the front of my book neat and tidy.	

Presentation Expectations KS1	
I will write on the lines or squares in my book starting from the left hand side,	
I will use a writing pencil for my work.	
I will keep the front of my book neat and tidy.	
If I make a mistake, I will put one neat line through it or rub it out carefully.	
I will not leave blank pages in my book. When I start a new piece of work I will start on the next new page or if there is room underneath my last piece of work where the LO label is stuck.	<div data-bbox="847 837 1059 909" style="border: 1px solid black; padding: 5px; text-align: center;"> Learning Objective Success Criteria </div>

Presentation Expectations KS2	
I will write on the lines or squares in my book starting from the left hand side,	
I will use a writing pencil for maths.	
I will keep the front of my book neat and tidy.	
If I make a mistake, I will put one neat line through it or rub it out carefully.	
I will not leave blank pages in my book. When I start a new piece of work I will start on the next new page or if there is room underneath my last piece of work, I will line my page underneath my last piece and stick my learning label underneath to the left.	<div data-bbox="847 1673 1059 1744" style="border: 1px solid black; padding: 5px; text-align: center;"> Learning Objective Success Criteria </div>
I can use a handwriting pen in my writing books when my handwriting has reached the expected standard required.	