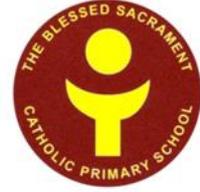# The Blessed Sacrament Catholic Primary School

Presentation Policy

At The Blessed Sacrament Catholic Primary School we set a high level of expectation for our children in all areas of their school life. Part of this expectation is directed towards the consistency and quality of the presentation of our children's work, whatever form this may take. School staff are a vital part of this, acting as role model and support, to set the expected standard and help children achieve and maintain our expectation. The purpose of this presentation policy is to ensure clarity as to what our expectation is throughout the school and to inform parents and other interested parties as to how we present our work.

High expectations of presentation will benefit our children by:

- Creating an ethos of having pride in the presentation of our work.
- Demonstrate to the children that presentation is an important element of how work is received by other people and assessed.
- Foster a work ethic which encourages attention to detail.
- Setting an expected standard that the children can assess themselves against to ensure consistency in their presentation.
- Lead to increased confidence and self-belief.

High expectations of presentation will benefit our teaching by:

- Providing more opportunities to celebrate achievement and progress as a child's level of presentation improves or continues to be of a consistent high standard.
- Providing an opportunity to extend the ethos of having pride in our work into other areas of school life and our expectations of children's behaviour.

Handwriting

Handwriting in workbooks is to be at a level which would be considered an acceptable standard for that individual child. Particular attention will be paid to:
- Correct formation and sizing of letters.
- Writing to be clearly positioned on the lines of the paper or page being used.

We follow the 'PenPals' handwriting scheme and according to this scheme, joined handwriting will begin in Year 1.
In order to provide a role model, teachers will themselves write in legible, cursive script whenever writing for children. This includes marking in books.
Once children have developed a fluid, neat and legible handwriting style, they will be given a 'Pen Licence'. The school expects that this will happen in Lower Key Stage 2. It is expected that all children in Y6 will be using pen.

Writing Tools

The school will provide all writing tools needed for school.
- A school pen will be used for general writing – once children have been given pen licence. Maths will always be completed in pencil.
- Pencil will be used to draw including; diagrams, tables, and images.
- All respond to marking 'fix it' and 'mini tasks' should be completed in red or purple pen from Year 1 upwards.
- Rubbers will be used sparingly, with mistakes generally crossed out using one ruler line and corrections completed in purple pen next to or below the mistakes.

Presentation on paper or the page

- Children should make sure that they do not miss out any pages in their book.
- The previous piece of work should be ruled off with a straight line using a ruler at the start of the next lesson from Year 2 upwards. This should be below any teacher comment or mini-task and there should be a gap of two empty lines before ruling off.
- There should be a minimum of six available lines on a page, after ruling off, before a child starts a new piece of work on the next blank page.
- Date and Learning Objective should be clearly written on the line on the page and not floating in a space.
- No writing on the bottom empty line of each page.
- Margin not to be used for the main body of writing.
- Writing should not overlap onto adjacent page in a workbook.
- The working page should be free of any scribbles or doodles.
- Any images or illustrations in children's workbooks should be completed using pencil crayons or wax crayons. Before starting work, children should have clean hands to prevent dirt smearing across their work.

Ruler

- Children will begin using a ruler in presenting their work in Year 2. From Year 2 onwards, a ruler should be used to underline the date and learning objective at the start of each piece of work as stated above.
- Any tables or diagrams should make use of a ruler when straight lines are required.
- A ruler should be used to neatly cross through the centre of any work which requires correcting e.g. ~~speling mistaked~~ **spelling mistake**. As written above, rubbers will be used sparingly and corrections will be made in purple pen.
- Rule off under the previous day's work once "fix it" or 'mini task' response has been completed.

Dates and Learning Objectives

In EYFS and Year 1, the date and learning objective will be prepared and provided for children but towards the end of Year 1, the children should be given increasing amounts of practise to write the date and learning objective for themselves.

- The numerical six digit form of the date will be used for Mathematics work eg 19.02.16.
- The written form of the date will be used for all other subjects and will include the day and year: Wednesday 23rd January 2016.
- The date will be written on the top line of each piece of work, starting at the left hand side.
- The Learning Objective will be symbolised by LO and will be written below the date.
- Dates and Learning Objectives should be underlined with a ruler from Year 2 onwards.

Specific Presentation in Mathematics

- Write one digit per square when using squared paper.
- In Year 1 start a new page for each piece of Maths learning.
- From Year 2 - rule off the last piece of work, with a straight line using a ruler, before starting new work.
- From Year 3, children should draw a margin two squares wide on the left-hand side of the page using a ruler.
- Clearly number each calculation in the margin to distinguish it from any working figures.
- Leave at least one square of space (vertically and horizontally) between each calculation.
- Any calculation involving decimal numbers should have the decimal point in the centre of the line between the digit squares

2	6	3	8

Specific Presentation in English

Presentation is ever more important under the current assessment framework which children are 'tested' against at the end of Key Stage 2. In particular, the presentation of written answers must conform to a specified standard for that answer to be deemed correct and worthy of being awarded a mark. We wish to discourage children from forming 'bad habits' and with this in mind, children must ensure:

- The size and spacing of letters are consistent.
- Letters are formed in the correct manner and are correctly positioned and orientated in relation to the line being written on.

- Letters in the middle of sentences cannot be misconstrued as capital letters, unless the intended word is a proper noun.
- Any punctuation used is clearly in the correct form, shape and orientation.
- Any punctuation used is clearly in the intended correct position.

Expectations of staff

- Staff will not accept scribbles and doodles on, or in, books.
- Staff will ensure books look neat and will not have anything hanging out of books or stuck in 'wonky' (eg worksheets, hand-outs, pictures)
- Staff will mark work with neat, legible, cursive handwriting which sits on the lines.
- Staff will mark work in green pen.
- Staff will write in neat, cursive script when writing for children on boards and flip charts.

Review and Monitoring

Book scrutiny undertaken by the SLT and subject leaders - to ensure that our presentation expectations (as set out in this policy) are being worked towards, achieved and maintained. Phase leaders will also look at books at least once a term within their management time.

This policy will be reviewed and amended by members of the SLT and phase leaders (once a year) following on from consultation with the teaching staff.

Please note that failure to follow, promote and implement school policy and procedure by staff may result in a written management instruction or disciplinary action.

Policy agreed: January 2016

Policy review: Summer 2017