



Buckfastleigh 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 create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Teaching Staff

We are the most importable role model for presentation and high expectations. Use the resources available to you eg. on the IWB – lines, grids to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and follow the agreed Debbie Hepplewhite Scheme.
- All children's work must be marked using the agreed marking and feedback policy.
- All work must be marked as agreed in the marking policy and children's editing should be written in purple.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- Doodling on the cover of books or on work is not acceptable
- If a child is away please ensure that their book is marked absent with the date.

Expectations for Children

Use of pencils and pens

- Pencils should be used in all Maths books.
- Margins in books and on paper should be drawn in pencil if required.
- Pens should be used for ***all*** written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat, fluent and cursive. Children will be awarded pen licences from year 3 upwards.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Expectations for Handwriting

- The Debbie Hepplewhite scheme is the agreed scheme for teaching handwriting.
- Debbie Hepplewhite font is the preferred style for any worksheets and handouts.

Expectations for Layout

- Up to year 1 the learning intention and date will be typed up and stuck into children's books and discussed in
- A line will be missed after the date
- 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.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- To start a new paragraph, miss a line.

Layout in Mathematics

- The previous piece of work should be ruled off.
- The LI should be written where necessary although in KS2 this is stuck in as a self assessment grid at the start of the week.
- The date should be underlined with a ruler.
- All figures must be written neatly and clearly.
- Each calculation must be clearly numbered. There should be at least one clear square between each calculation, both horizontally and vertically.
- For solving word problems the actual sum should be set out. The answer should be written in a sentence where it clarifies a complex problem or where the focus is on maths vocabulary.
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
- Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.
- Calculations which involve exchanging should see the relevant digit written *beneath* the bottom line.

- Equations which involve decomposition should see the digit remaining after exchange being written in the top left hand corner where the original digit appeared. This should be smaller than usual.

Classroom Organisation and Resources

- Appropriate equipment: rulers, pens, pencils, colouring pencils will be available on tables until UKS2 where children are expected to take responsibility for their own resources and equipment.
- Each room should have a class set of whiteboards, pens and rubbers.
- Each classroom will have an open maths base.
- Children and staff should check the floor and other surfaces before leaving the room eg at break time for spare equipment
- Projectors and lights must be turned off before leaving a room

Outcomes of Presentation Policy

- Children 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 children and adults.
- This progression will be displayed.

Monitoring of Presentation Policy

The Senior Leadership Team will look at examples of children's work on a regular basis to ensure that the policy is being implemented consistently. Presentation will then be monitored as part of our regular monitoring and evaluation schedule.

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