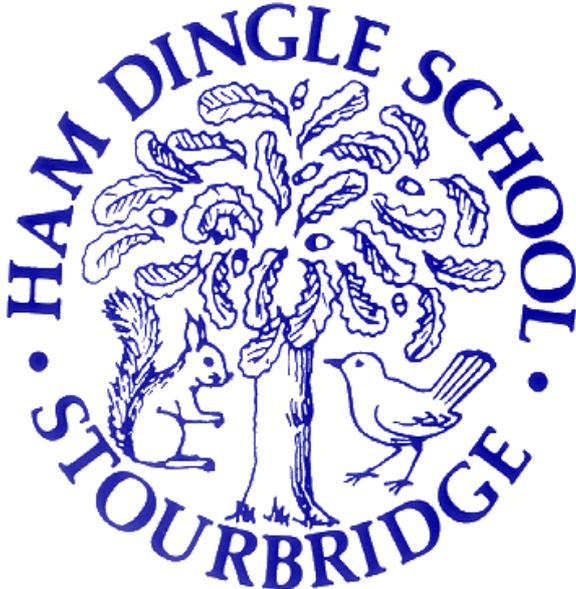


Ham Dingle Primary School



Presentation Policy

Responsibility for monitoring this policy: Miss D. Hunt

Review Biannually
Adopted February 2016

Updated:

Approved by Governing Body.....Mr George Craig Chair of Governors)

Presentation Policy

Principles:

All work done by pupils at Ham Dingle Primary School is valued and important. Good presentation of work is a priority in reflecting the work and effort of pupils and staff. How well we present work is a reflection of how much we value learning. This value should be modelled by staff and other adults so that pupils understand it is an expectation to have high standards from everyone at Ham Dingle Primary School.

Aims:

Good presentation of work is important to encourage pupils to:

1. be proud of their achievements, by doing their best work and presenting it well;
2. value every lesson;
3. do their best quality work, in order to enhance their working environment;
4. persevere with tasks until completed and aesthetically pleasing;
5. respect the equipment and resources they are given by using them with care.

In planning and teaching, staff will have due regard for the following principles:

1. setting suitable learning challenges by sharing expectations for how pupils lay out their work and commenting on presentation;
2. responding to pupils' diverse learning needs, for example, by providing exemplar pieces of work or support for presentation such as writing frames;
3. overcoming potential barriers to learning and assessment for individuals and groups of pupils by providing the necessary equipment/resources when necessary.

Practice:

Please see Appendix 1 for further details on presentation guidelines issued as part of the 'Learning Mat' for pupils to make them aware of expectations.

Roles and Responsibilities:

The teachers and teaching assistants role is to:

- have high expectations of pupils' work and the way it is presented;
- regularly remind pupils of expectations for presentation and finishing off work;
- monitor pupils' work and provide time for completing it;
- encourage pupils to edit their own work and provide strategies to help them present it properly;
- be aware of the presentation of their own work and the quality of resources they use in order to set good example of high quality presentation;
- provide, where necessary, good quality equipment and resources for pupils and explain how and when it is to be used.

The pupil's responsibility is to:

- do their best work at all times and take pride in it;
- complete work;
- keep all books and work in a good condition with no scribbling or graffiti;
- respect the work of others;
- listen to and follow instructions for presenting work neatly;
- be correctly equipped for every lesson.

The parent/carer's responsibility is to:

- ensure homework is completed neatly;
- ensure books are stored safely at home;
- ensure their child has a suitably sized bag to avoid work getting damaged in transit between school and home;
- ensure that their child is correctly equipped for lessons each day by remembering to return work.

Expectations for Children:

Use of pencils and pens:

- Pencils should be used in all Maths books and in draft work.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be joined, letters correctly formed, neat and fluent.
- Children will receive their 'Pen Licence' when their teacher judges their handwriting to be of the required standard.
- Pens must be fibre tip. No ballpoint or felt pens should be used for pupils classwork or homework. (Berol Handwriting pens should be supplied for all pupils)
- Red pens may be used by pupils to 'polish' their work / make corrections.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper, for displays etc at the teacher's discretion.

Expectations for Handwriting:

- The Nelson Scheme is the agreed scheme for teaching handwriting.
- Handwriting is modelled by staff and taught for **at least 15 minutes per week** in class and set as a **weekly homework** for practice.
- Letter formation and handwriting features as an integral part of spelling, phonics and English lessons.

Classroom Organisation and Resources:

- Tables should have containers with the appropriate equipment: rulers, pens, pencils, colouring pencils accessible.
- Each room has "wipe-boards" available for all the children to draft or sound out spellings
- Display work is used to 'model' work for other children so should always be of the highest possible quality for the age and ability of the child

Display work

- Display work should be current and , wherever possible, be an aid to learning

Outcomes of Presentation Policy:

- Children of all abilities are able to present their work to the highest possible standard increasing their confidence, self-esteem and pride in their work.
- There is consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each year is evident.

Monitoring the Presentation Policy:

All teaching staff monitor the presentation of work as part of their marking and assessment procedure.

Subject Leaders monitor presentation standards across the subject as part of their self-review.

The Leadership Team include monitoring of presentation as part of their scrutiny of pupil work across the school.

The Presentation Policy will be reviewed biannually with all staff invited to comment. The result of this review will be discussed by Leadership Team and amendments made will be approved by Governors.

Dissemination:

This policy is shared with all staff as part of the School's Policies Handbook. (Electronic copy on the shared area and hard copy in the staffroom folder).

Copies of the Guidelines for Presentation are displayed in every classroom as part of the Learning Mat. A laminated copy should be available on every table.



Your work is really important to us.



We want you to show us the **best** you can do.

Here are our **Top Tips** to help you meet our expectations.

- ✓ Write in pencil or use a Handwriting ink pen only when you have your pen licence.

Setting out your page

- ✓ Put the full date e.g. Monday 26th May for written work and short date, 26/05/16, for Numeracy on the left side.
- ✓ Write a clear title in the middle of the top line for each piece of your work, underlined with a ruler.
- ✓ Write the learning intention (WALT) on the next line.
- ✓ Rule a margin, one square wide, down the left side of the page. Fold the page when you do calculations.
- ✓ Question numbers should be in the margin. Use a ruler to draw a margin if there isn't one there.
- ✓ Leave one line between each paragraph. Squares for number work should have a digit inside the square

Keep it smart

- ✓ **Draw** all diagrams, tables, graphs and pictures **in pencil** and using a ruler where a straight line is required, but remember your labels are written in pen.
- ✓ Colouring pencils, not felts or gel pens, are used in your exercise books.
- ✓ Loose worksheets are neatly stuck into your exercise books and are labelled and trimmed to fit the page.
- ✓ Books are stored in a place where they will be safe and clean. Graffiti should not appear on or inside them.
- ✓ You do not use Tippex, or any other type of correction fluid. Your mistakes can be **neatly** crossed through in pencil with a ruler. Like this ~~missstake~~
- ✓ Your teacher will write comments about your work or give an effort grade at the bottom of your work. You should read these to see how your work can be improved.
- ✓ You may need to do a 'follow up' task eg if you need to do corrected spellings.

