

Presentation Policy

Policy No. Section/No



The Bramble Academy

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Bramble Academy - Presentation of Children's Work

1. Key Principles

As a staff we believe that children should:

- Be encouraged to take pride in their work from the time they enter school
- Be encouraged to persevere in order to improve the presentation of their work
- Be provided with clear advice on how to improve the presentation of their work
- Be made fully aware of the standards expected
- Be made fully aware of the importance of looking after their work books
- Be provided with a system of keeping loose sheets of work tidy and well presented
- Be provided with clear guidance about:
 - The use of rubbers
 - How to cross out neatly
 - Where to put the date on the page
 - Where to put the title/learning intention
 - Space between words
 - The use of margins – Key Stage 2 only

2. The following strategies have been agreed by all teachers to ensure a high standard of presentation throughout the school:

Setting out of work

The pupils will always be expected to set out all work appropriately. Teachers will always provide clear guidance about the setting out of work as part of each lesson.

In Maths books -

- Children from Year 1 onwards will use squared books for their number work. The size of the squares used will be differentiated according to the year group. One square will be used for each digit of a number.
- In Key Stage 2 there should be a margin on the left hand side of the page and in the middle of the page for numbering (where appropriate).
- Learning AIM and Success Criteria in KS2, KS1
- Write in short date
- Leave a single line between each answer
- Leave a space between each calculation (an empty row of boxes if on squared paper)
- Number each calculation (if appropriate)
- Use a ruler to draw lines
- Use space on paper economically – try not to waste paper
- Only take a new page if there is no space left on previous page
- Draw a line with a ruler at the end of the exercise before starting on new work

In English Books –

- Write the long date –to consolidate the correct spelling of days and months

- Learning AIM and Success Criteria in KS2, KS1
- Put the question numbers in the margin (if no margin, draw a margin with a ruler)
- Use space on paper economically – try not to waste paper
- Only take a new page if there is no reasonable space left on previous page (KS2 only)
- Always write their answers in sentences unless specified otherwise (ability appropriate)
- Draw a line with a ruler at the end of the exercise before starting on new work

In all foundation subjects-

- Ensure that pencils have been sharpened and have a good point before starting work
- Write date, Learning AIM and Success Criteria/knowledge organisers in KS2,KS1 and their name if appropriate on all work
- Use rulers to draw any lines
- Write legibly and present work appropriately for the task
- Use templates to help organise and set out written work
- Work for display should be presented to the best of pupil's ability- rewriting if necessary using ink or pencil.
- Word processing to be used where appropriate for class work and for presentation purposes

Book Covers

All children will be informed of the need to keep all their work books and homework books free from any graffiti.

Crossing out

All children will be asked to put one thin neat horizontal line through any error that they make or be asked to use an eraser. They will use a ruler for the horizontal line when they are able to. Thick black crossing out will be discouraged.

Jottings and working out

All jottings and working out should be legible and tidy, in the school jotters

Underlining headings

All writers in KS2 will be encouraged to underline their headings using a ruler.

3. Teachers Presentation and Handwriting

- i. All teachers will ensure that the work that they prepare for children is well presented.

- ii. Teacher's handwriting that is to be read by the children should be a model of excellence.

4. Handwriting

Key Stage One

Foundation

Children are involved in pre-writing activities to develop manipulative skills and hand-eye co-ordination. Children practise forming letters using a variety of materials, such as sand and paint. Children learn the letter shape with the letter sound. Correct pencil grip will be taught.

Year 1

Children continue to be taught the correct formation of the letters in handwriting lessons and in conjunction with phonic work. The link stroke or "flick" is introduced (cursive script). Correct pencil grip will be reinforced and where necessary, corrective rubber pencil grips for those needing them will be used. By the end of the year, it is expected that all children will be using the link stroke.

Year 2

Children continue to be regularly taught handwriting, using both the link stroke and the out-stroke as part of their Progression in Phonics and spelling lessons. Those who are ready will be taught how to join the next letter from the extending link stroke of the previous letter. By the end of Year 2 it is expected that all children will be joining words.

Key Stage Two

Years 3 and 4

Children will have regular handwriting practice to reinforce the joins learned in Year 2 and to develop an independent style of handwriting that is fluent and legible. It is expected that children will achieve ARE by the end of Year 4. They will continue to practise joined writing to aid presentation, legibility and the finer points of the joins. Children in Year 4 earn their pen licence. All children, regardless of ability will have a pen license by Easter. Care is taken to ensure there is not a small group of children who have not earned their pen licence as this will have a negative impact on how they perceive themselves as writers. Particular care is given to those children for whom handwriting is a difficulty i.e. those with dyspraxia. The school will invest in specialist pens and equipment to support these pupils.

Years 5 and 6

Children who have not yet developed a fluent handwriting style in independent writing will be placed on an individual handwriting program. Those that have not will be monitored in all written work. Within the English and foundation subjects, children will be given opportunities and be encouraged to use different styles of writing for different purposes. It is expected that most children will achieve ARE and above in their handwriting. Children will need reminders about joins and any inconsistencies of style should be worked on. It is recognised that older children like to develop a more personal style. However this must be consistent with the school style. Children will need to practise different presentation styles – varying heights, use of capitals etc.

5. Presentation of Children's Work

Pencils and Pens

Children will not be expected to use blunt pencils for their work or pencils that are shorter than half their original length. This also applies to colouring pencils. Children in KS2 will use black pens.

The use of guidelines

Children will use guidelines under unlined paper from the beginning of Year 2 and in certain instances from the end of Year 1 if it is considered to be developmentally appropriate.

The use of rubbers

Rubbers will only be used at the discretion of the class teacher

Correction fluid

Children should not bring correction fluid to school and it should not be used to correct homework.

Colouring

All children will be taught the skill of colouring. Coloured pencils will be used in books. Felt tip pens must not be used in books but may be used for other appropriate art work. No gel pens must be used in school.

Managing loose sheets of children's work

Loose sheets will not be kept separately. Sheets will be trimmed and glued into books to show continuity and progression.