

## Presentation policy

### Aims

Our goal is to establish high expectations and a strong sense of pride in everything we do, both for ourselves and for the children. We aim to create a clear and consistent set of guidelines that ensure the presentation of children's learning reflects these high standards. We strive to motivate each individual to present their work in the best possible way and to help children recognise examples of work that meet high standards. Our aim is to ensure that every child understands the level of presentation expected of them, creating consistency in standards across the school. Additionally, we seek to provide a clear baseline for judging acceptable standards of presentation, promoting pride and excellence in all aspects of learning

### Role of the Teacher

- All children's work must be marked using the agreed marking and feedback policy.
- Children's editing should be written in green.
- 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.

### Role of the pupil

Expectations for Layout Up to year 1 children will be supported in writing the date, this may be added into books by an adult.

### Y1 onwards

- Date is written on the top broad line of the book
- A line will be missed after the date for the title
- 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 the child has completed a sustained piece of writing, start a new clean page.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
- To start a new paragraph start a new line

### Layout in Mathematics

- The previous piece of work should be ruled off.
- The "I can" statement should be written where necessary
- The short number date should be underlined with a ruler.
- All figures must be written neatly and clearly.
- One digit should be placed in each square
- 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 and working 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.
- Each stage of the learning model should be clearly indicated - Fluency, reasoning, problem solving

### Classroom Organisation and Resources

- Appropriate equipment: rulers, pens, pencils, colouring pencils will be available on tables until KS2 where children are expected to take responsibility for their own resources and equipment (pencil cases)
- Each room should have a class set of whiteboards, pens and rubbers.
- Children should have access to green pens for marking
- Tables should be tidy and organised to ensure children can access what they need to be successful

### 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.

### 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.