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**FORMAL DOCUMENT**

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# Presentation Policy

## PRESENTATION POLICY

### Aims

- To ensure shared high expectations for the presentation of work.
- To ensure children's work is presented in a way that clearly informs the reader of its purpose and content.
- To ensure consistency and progression throughout the school

### Guidelines

- All members of staff are expected to be familiar with the policy and to apply it consistently, including supply teachers and support staff.
- All staff should give pupils clear instruction/indicators on how to present their work by reference to this policy. This should be shared with classes at the start of the school year and throughout the year.
- At the beginning of every school year teachers may decide to produce and discuss with their class what a quality, neat and tidy piece of work looks like.
- Expectations and procedures should be modelled by staff, for instance in shared or guided writing sessions, and be displayed in the classroom for children to access independently.
- There should be consistent use of the presentation procedures throughout the school in all subject areas.
- All members of staff must encourage all pupils to take a pride in the presentation of their work, modelling their expectations, for example, when providing written feedback, working on the board, producing working documents etc.
- All pupils should be encouraged to produce neat and tidy work that is to the best of their ability.

### Setting out

- Date. Should be written in words (digital date for maths and science) from the left hand margin and underlined with a ruler.
- Write centrally the L.I. or title and underline with ruler.
- Leave a line between date, LI and the piece of work.
- Leave a line and rule off previous piece of work before a new piece commences ( nb. Feedback process should have been completed).
- Pupils in FS and KS1 should use a (sharp) pencil for all written work.
- KS1 pupils will need to be taught how to use a ruler to underline work.
- All pupils to work towards using a handwriting pen by the end of Yr 3. (except for maths)
- Pens should be black handwriting pens not biro.
- Handwriting should follow agreed handwriting policy
- Felt pens should not be used in books.
- Illustrations should be in pencil and pencil crayons used for colouring.
- Pupils should not scribble or mark inappropriately the cover, or inside of books.
- Separate pieces of work added to books should be trimmed and carefully stuck in so that they are not visible when the book is closed.
- Corrections will be crossed through with a single line.
- Use of erasers will be at the class teacher's discretion.

### Maths

One digit to one square

One square horizontally and vertically will be left between problems

Digital date will be used

Pencil only to be used in maths.

The left hand pages will be used for informal jottings whilst right hand pages will be used for formal work

### Monitoring and Evaluation

Curriculum Leaders when monitoring will take account of presentation in their subject area.

### Review

This policy was agreed in May 08 and will be reviewed in May 09

Alison May

Literacy Leader