



## PRESENTATION POLICY

<b>Statutory or non-statutory</b>	Non Statutory
<b>Reviewed by</b>	Headteacher
<b>Policy review date</b>	February 2022
<b>Date of next review</b>	February 2026

### Introduction

At Branfil Primary School we believe that the standard of presentation of work is important and promotes pride in achievement. This policy should be read in conjunction with the Branfil Primary School handwriting policy.

### Effective Presentation

Children will be encouraged to take pride in their work and be aware of their own 'handedness'. They will be taught to consider body posture and positioning in relation to their 'handedness', i.e. left-handers will position their paper to the LEFT while right-handers will position their paper to the right. There are a range of alternative pens and pencils that may be used where a particularly poor pencil grip is demonstrated which will be available from the SENCO.

Labelling children's books:

- Subject books must be consistent across the year group/phase e.g. size, colour, lined/plain.

All exercise books are labelled by an adult as follows:

- Using a black biro and ensuring that the writing is joined (following the handwriting policy- Nelson style).
- Using upper and lower case – **not** all upper case (capitals).
- Writing child's full name (first name and surname) on the first line (check spelling).
- Writing the subject on the second line with a capital letter (call them English and Maths, not literacy and numeracy)
- Writing year and class on third line e.g. 1 Lime.

Staff must ensure that:

- Children do not write or draw on the covers of their books.
- Line guides are used for extended writing in unlined subject books or on plain paper.

- Worksheets, writing frames or other paper destined to be stuck into books should be trimmed below A4 measurements before writing then stuck into the relevant book ensuring it is straight and securely stuck around all edges.
- Worksheets, writing frames or other paper destined to be filed into folders should be carefully hole-punched to ensure pages in the folder are in alignment.
- Children do not fold their books over at the spine when working.

Children will be taught to:

- Sit correctly (both feet on the floor and both hands on the paper).
- Begin work on a new page, or no more than halfway down a page with the DATE, in number form for maths and long date (with the month written as a word) form , on the top line on the right hand side.
- Begin work on loose paper with BOTH **FULL NAMES** on the top line on the left hand side and the DATE, in number form for maths and long date (with the month written as a word) form on the top line on the right hand side.
- Write the title on the next line, starting on the left hand side until a child can centralise this.
- Underline the date and title using a ruler to ensure the lines are straight and pen/pencil (whichever the work is written in).
- Leave a line after the title.
- Start writing on the left hand side.
- Put CLEAR spaces between words.
- RETURN to the left completely when continuing to write beyond one line.
- Cross through any mistakes with ONE neat horizontal line.
- Use ONLY colour pencils in curriculum books NOT felt tip pens.
- Write with a pencil or blue biro for all work except diagrams and maths work which should always be in pencil.
- Use a ruler to underline, draw geometric shapes, tables and grids, diagram lines.

Use of Pencil and Pen:

- Reception, Year 1, Year 2 and Year 3 write in pencil in all books apart from Year 3 who will write in pen when practising their handwriting.
- In the Summer Term, Year 3 begin to write in pen in their English and Foundation lessons. They will write in pencil in their maths books.
- Year 4, 5 and 6 write in pen in all books apart from in maths when they write in pencil.

Where children produce work of an unacceptable standard, they should be expected to correct this e.g. go back and underline date/title or re write an appropriate section of work carefully, demonstrating a high standard of presentation. This will reinforce our high expectations for all work produced.