



# Straits Primary School

## Pride and Presentation Policy

At Straits Primary School, we believe that neat, consistent presentation of work is a key skill that we want to encourage our children to develop. In addition, we want children to:

- demonstrate high expectations and take pride in their work;
- present work in a manner appropriate to the subject, the purpose and the audience for which it is intended;
- be taught presentation skills in a planned way, with continuity across the whole school;

### Outcomes

1. Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
2. There is consistency across the school in terms of the standard of presentation expected.

### Objectives for pupils

1. To motivate each individual to present their work in the best possible way.
2. To enable children to recognise work that is presented to a high standard.
3. To ensure each child knows the standard of presentation that is expected of them.

### Objectives for teachers

1. To create a clear and consistent set of guidelines for the standards of presentation across the school.
2. To provide a baseline for judging acceptable standards of presentation.

### Expectations

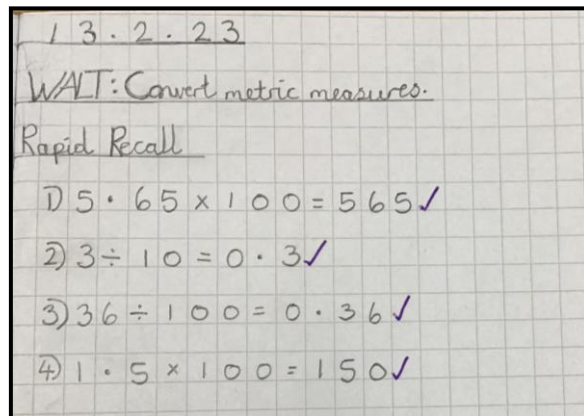
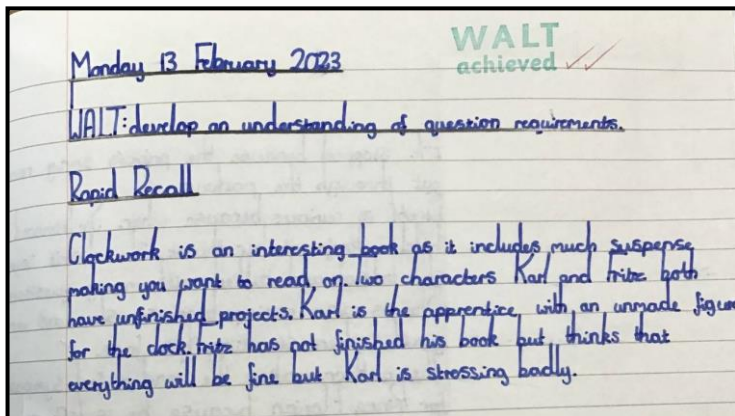
- Pencils should be sharpened and of a reasonable length.
- Pencils should be used in all Maths books and in draft work if appropriate.
- Pencils should be used for written work until the point where the teacher judges the child's handwriting to be sufficiently neat and fluent that a pen may be used (a pen license is issued from Year 4 onwards). A pen issued by the school should always be used.
- Felt pens should not be used in exercise books for underlining or illustrations.
- When sticking work/WALTS/headings in books ensure they are straight, at the appropriate place on the page and cut to an accurate size - no paper should overhang outside the book.
- Adults are the most important role model for presentation and high expectations. Use the resources available e.g. on the IWB – lines, squares to model good practice, underline headings and sub-headings with a ruler.
- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible (joined where appropriate), consistently formed and neat.
- Written feedback should be well presented, joined and written on provided lines.
- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils (maintained and in a good condition).
- On the front of a child's book the name, subject and class will be printed on a label and stuck neatly.
- Children should not doodle, scribble or draw patterns in any books.
- When answering questions, these will be numbered and a line left between each question.
- From Year 1 onwards, pride stickers will be used to reward pupils demonstrating care and well-presented work.

### Layout in English, Science and Topic work

- The full date is written on the top line on the left (against the margin); letters are of normal size (no over-size large letters used) and pupils must capitalise for days of the week and months of the year.
- The full long date will be used in writing books (e.g. Monday 12th March) and in all other books, the short date (e.g. 12/03/23 or 12.03.23)
- In KS2, the date must be underlined using a ruler – do not underline the whole line across the page.
- A line is missed and then the WALT is written on the next line on the left (against the margin).
- In KS2, the WALT must be underlined using a ruler – do not underline the whole line across the page.
- A line is missed and then written work is recorded.
- Children must be encouraged to start against the margin on each line and write to the end of the line.
- If they make a mistake, draw one neat line through the mistake or carefully rub out with a rubber.
- A new paragraph is identified by missing a line.

## Layout in Mathematics

- The number date is written on the top line on the left.
- In KS2, the date must be underlined using a ruler – do not underline the whole line across the page.
- The WALT is written on the left.
- In KS2, the WALT must be underlined using a ruler – do not underline the whole line across the page.
- All numbers must be written neatly and clearly with one digit to each square.
- Each calculation must be clearly numbered to distinguish it from working figures.
- Pupils will work down the left hand side of the page first.



## Expectations for Handwriting –

- Good handwriting should always be encouraged and Nelson is the agreed scheme for teaching handwriting.
- Children should always be encouraged to write on the lines provided, in a consistent style.
- Over-size letters are not accepted.
- Bubbles, hearts, circles in place of full stops or dots above the letter 'i' or 'j' are not acceptable.
- Coloured in letters are not accepted.

## Monitoring of Presentation Policy

The leadership team will monitor the application and consistency of this policy via: pupils' work being brought to them for recognition; book trawls by staff, including subject leaders; and learning walks.

Headteacher .....

Chair of Curriculum Committee .....

Agreed at Curriculum Committee meeting on .....