



BOWERHAM PRIMARY & NURSERY SCHOOL

Presentation Policy

DATE: July 2021

Review date: July 2022

Stand tall, reach high, love learning



The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the children.
- To create consistency in standards of presentation across the school.
- To create a clear and consistent set of guidelines for the presentation of children's learning for pupils and staff.
- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard and to take ownership of their own learning.

Expectations for Teachers

- All handwriting which is on display for the children should be legible, consistently formed and neat and should replicate the handwriting policy for each year group.
- All children's work must be marked neatly using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.

Expectations for Children

- All children are encouraged to think about how to set their work out BEFORE they start.

KS1

Pupils are expected to:

- write the short date in the margin or on the left hand side at the top of the work.
- write their name on the back of their work, if working on paper.

Stand tall, reach high, love learning

The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.

- put one neat line through a word if they make a mistake
Like this: ~~Oops~~
- write on the lines.
- make sure their pencil is sharp.
- always take pride in all of their work
- make sure they look after their books and folders and put their work in the correct place
- always write with their best handwriting

KS2

Pupils are expected to:

- write the date in the margin on the left hand side at the top of the work
- when working on paper- write their name next to the margin on the top line or on the line given
- write the title on the left next to the margin on the next line down from the date
- underline the title using a ruler and pencil
- put one neat line through a word if they make a mistake
Like this: ~~Oops~~
- write on the line
- write following the margin
- make sure their pencil is sharp
- use only a pencil in maths books and a ruler when needed
- when using a pen, use black ink to write or purple if they have won the golden purple pen award.
- always take pride in all of their work
- make sure they look after their books and folders and put their work in the correct place
- always write with their best handwriting

Classroom Organisation and Resources

- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils, learning journals/draft books
- Each room has wipe boards available for all the children
- Children and staff should check the floor and other surfaces before leaving the room e.g. at break time for spare equipment

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 Headteacher will monitor via the awarding of Headteacher's stickers for exemplary work.
- Regular work scrutiny by staff, including subject co-ordinators and phase leaders will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Please note: the above policy applies to the majority of our children according to their development stage. Teachers have discretion to arrange/accept alternative recording methods.

12.10.17

Presentation Guide

- I will think about how I lay my work out **BEFORE** I get started!
- I will write the short date on the left hand side at the top of my work in the margin.
- I will write my name on the back of my work.
- If I make a mistake I will put one neat line through it. Like this: ~~oops~~
- I will write on the lines.
- I will make sure my pencil is sharp.
- I will always take pride in my folder, make sure I put my work in the correct place and do my best handwriting!



12.10.17 Name

Presentation Guide

- I will think about how I lay my work out **BEFORE** I get started!
- I will write the date on the left hand side at the top of my work in the margin.
- I will write my name next to the margin on the top line or on the line given.
- I will write the title on the left next to the margin on the next line down from the date.
- I will underline the title using a ruler and with a pencil.
- If I make a mistake I will put one neat line through it.
Like this: ~~Oops~~
- I will write on the lines.
- I will write following the margin.
- I will make sure my pencil is sharp.
- I will use only a pencil in my maths book and a ruler when needed.
- When I use a pen, I will use a black ink to write or a golden purple pen. If I am lucky enough!
- I will always take pride in my folder, make sure I put my work in the correct place and do my best handwriting!