



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:

- Think about how they will set their work out before getting started.
- write the short date in the margin at the top of the work.

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- write their name on the back of their work, if working on paper.
- 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 short date in the margin at the top of the work
- write the title on the left next to the margin on the same line as the date
- underline the date and title using a ruler
- put one neat line through a word if they make a mistake
Like this: ~~Oops~~
- write on every other line
- to drop two lines when starting a new paragraph
- make sure their pencil is sharp
- when using a pen, use black ink to write or purple if they have won the golden purple pen award.
- Using a different coloured pen to edit work
- 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.

Children's KS1 Guide

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!

Date Presentation Guide.

- I will write the short date on the top line, in the margin.
- I will write the title on the top line, next to the margin.
- I will underline the date and title using a ruler.
- I will write on every other line, so that I can go back and edit my work.



- When I start a new paragraph, I will drop two lines.
- When I use a pencil, I will make sure it is sharpened.
- When I use a pen, I will use a black ink pen (or the golden purple pen!)
- When I am editing work, I will use a different coloured pen.
- If I make a mistake, I will put one neat line through it, like this: ~~oops~~.
- I will always do my best handwriting.