



**BOWERHAM PRIMARY & NURSERY SCHOOL
&
BABY UNIT**



Presentation Policy

**DATE: July 2025
Review date: July 2026**

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

Within our Bowerham Baby Unit we follow all Bowerham Primary & Nursery School's policies and procedures. Any wording highlighted in blue within the policies are specific additions only applicable to our Baby Unit.

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

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.


- 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.
- 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: 
- 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: 
- 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!

Children's
KS2 Guide

• When I use a pencil, I will make sure it is sharpened.

• If I make a mistake, I will put one neat line through it, like this: ~~oops~~.

• I will always do my best handwriting.