

## **BURTON BRADSTOCK SCHOOL**

### **Presentation Policy**

At Burton Bradstock Primary School we believe that neat, well-formed handwriting and presentation of written work helps to raise standards as pupils take pride in, and have a sense of ownership of, their work.

Presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work. How work is presented will depend on the learning purpose and the audience.

Aims:

- To raise pupil's pride and self-esteem through their written work.
- To raise standards of achievement and attainment in writing across the school.
- To raise and maintain high expectations of presentation of pupils work.
- To have a consistent and progressive approach across Foundation stage, KS1 and KS2 in the teaching of handwriting and presentation skills.
- To maintain a consistent approach towards handwriting and presentation by all adults when writing in children's books, on the whiteboards, on displays and one's resources.

It is very important to ensure consistency towards presentation of work across the school. Staff should focus on the following guidelines to ensure this consistency, taking into account age and ability of children where necessary.

### **Foundation Stage and Key Stage 1**

Teachers date children's work in Reception. In Year One, children work towards writing the short date and WALT (Learning Objective) independently by the end of the year using a pre-cursive text. By the end of Year 2, children write long and short date with the WALT independently ready for transition into KS2. Children will complete their self assessment (smiley face) at the end of the WALT.

### **Learning Quest**

- Pencils to be used by the children.
- Errors will be crossed out with single ruled line in pencil.
- New paragraphs will be indicated by missing a line.
- No felt tip pens are to be used in exercise books.

### **Mathematics**

- Where grid lines are used, children write one digit per square.
- Errors will be crossed out with a single ruled line in pencil.

## **Key Stage 2**

Children write the short date for all maths work and the long date for English and other subjects.

Children will complete their self assessment (smiley face) at the end of the WALT.

### **English and Other Subjects**

- The date will be written on the left side of the page, on the first line down, in cursive handwriting and underlined with a pencil and ruler.
- The top and bottom margins in exercise books are not to be written in by the child.
- The WALT will be written under the date with a line space in between. The WALT will be kept short and precise to maximise learning time.
- Children will write on every other line so that corrections and editing can take place
- Children underline each piece of work with a pencil and ruler following the teacher and pupil comments, at the start of each lesson.
- Children to use short date, underlined, if work continues on to the next day.
- Errors will be crossed out with single ruled line in pencil.
- New paragraphs will be indicated by missing 2 lines.
- Pencils to be used in lower KS2 and handwriting pens in upper KS2.
- Diagrams are to be drawn in pencil and labelled with ruled lines in pen or pencil, depending on year group.
- No felt tip pens are to be used in exercise books.

### **Mathematics**

- Children rule a margin in pencil after the first two whole squares on the left side of the page.
- Where grid lines are used, children write one digit per square.
- Any words are to be written correctly in cursive handwriting.
- Short date and WALT go at the top of the piece of work on the left next to the margin.
- Children underline each piece of work with a pencil and ruler following the teacher and pupil comments, at the start of each lesson.
- Errors will be crossed out with a single ruled line in pencil.

### **Books**

- Children are expected to look after their books and keep them well presented. Any work completed on separate sheets will be either trimmed and glued in or folded neatly in half and glued in. This will ensure that the edges of the books are neat.
- Children are not to doodle on the front of their exercise books.
- Every exercise book will be given a title sheet.

## **Staff Handwriting**

Teachers, TAs and other adults in the classroom will use every opportunity to model correct handwriting and presentation skills expected from the children. It is pointless to provide the children with handwriting lessons if the whiteboard or feedback through marking model does not match the required handwriting style.

- Date and WALTs on the whiteboard will be modelled in the style of writing appropriate to the Key Stage and underlined.
- Marking in children's books will model the correct handwriting and presentation expected.
- Any other opportunity to model correct handwriting and presentation will be used – display boards, labels, other classroom displays.

## **Monitoring & Review**

Monitoring will be carried out through lesson observations, book scrutiny, children's interviews and regular classroom visits by the subject leaders and senior leaders. The Governing Body will also be monitoring through liaison with the class teachers. This policy will be reviewed annually.

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