



St Mary & St Thomas Church of England Primary School



Presentation Policy

**Author: Headteacher
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We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

For more information on the convention and the rights of each child visit: <http://www.unicef.org.uk/>

All children at St Mary & St Thomas will have pride in all their work and present it to the best of their ability. Children work towards the standards expected for their year group and agreed Presentation Pledge.

Equipment

Pencil will be used by all children and must have a sharp point to ensure writing is neat and tidy. KS2 children will have access to pencil sharpeners and will be encouraged to sharpen their pencil before each session to promote independence. Pencil grips can be used for identified children who need support with fine motor skills. KS2 children will use green-ink pens to edit and/or improve their work across the curriculum. Rulers must be used to complete any underlining and/or tables in books.

Maths Books

All work in maths books should be done in pencil. 'Short' date should be used. In KS2, green ink should be used by the children when they are self/peer-marking or making changes/additions to their work.

Care of Books

Children should not doodle in books, or on the front cover of any books. They must be encouraged to take pride in their work and look after their books.

Starting a new piece of work

New topics or work requiring a full page should be started on a new page. For any other work children should rule off using pencil and a ruler after the teacher's comments to start a new piece of work.

Date

The date should be written on the top line and it should be underlined using a pencil and a ruler. The full written date should always be completed for any English work. Short number date can be used for all other subjects, at the discretion of the teacher.

Title

This should be completed as the Learning Objective of the lesson. After the date, a line should be missed and the title written, starting from the margin. A further line should be missed before starting work.

Mistakes

Any mistakes should be crossed out with one pencil line drawn with a ruler.

Worksheets

Any worksheets stuck into books should be done so that no edges stick out of the book. Sheets should be trimmed.

Diagrams

Diagrams should be drawn in pencil or pencil crayons, no felt tips in books. They should be labelled horizontally with a pencil line drawn with a ruler.

Graphs should always be drawn on graph paper and stuck into the book.

Handwriting

In the Foundation Stage and Year 1 emphasis must be on correct letter formation and positioning of letters on the line.

In Year 2 and 3 the children must consolidate correct formation of letters and begin to join handwriting. By the end of Year 3, all children should be writing in cursive.

Throughout Key 2, emphasis should be placed on correct joining of handwriting, uniformity of size and overall neatness.

This policy should be read in conjunction with the Handwriting Policy.