



Policy Statement

For

Presentation

Approved by Governing Body

Date Nov 2011

Review Nov 2014

Signed P. Wilson Chair of Governors

Little Melton Primary School

Presentation Policy

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school.

At Little Melton Primary School children will:-

- Take pride in their work
- Present work in a manner appropriate to the subject, the purpose and the audience for which it is intended
- Be taught presentation skills in a planned way, with progression and continuity across the whole school
- Have high quality materials appropriate to age and need
- Be encouraged to appreciate their materials and look after them
- Be aware of the expectations which should be appropriate to age and ability
- Be positively encouraged to achieve consistently the standards set and be rewarded for their efforts

Staff will:-

- Teach children the skills required for presenting work
- Encourage children to take pride in their work
- Remind children regularly of expected standards
- Use the guidance flexibly for children with SEND
- Acknowledge and reward children's efforts
- Set high standards of presenting work for children and in displays

	Writing utensils	Activity sheets	Setting out: Margins	Setting out: Date / Title	Setting out: General	Setting out: Other	Mistakes	Maths
REC	Wide variety of media, pencils, crayons	A4 Folders Teacher names and labels files / books	N/A	Teacher writes short date on front of work. Day / date disloyed. When ready to begin to write date on own work. Date top LHS	N/A		No erasers At end of rec when ready errors crossed out with single line	End of Rec books 1 squared side / 1 plain Large squares Short date
Yr 1	Pencil Pencil crayons in exercise books	A4 folders Teacher names file, children name worksheets and books	No margin	Children write short date, long date visual on board Summer term more able write own long date Date top LHS	Teacher models ruling off	No writing below bottom line	Mistakes crossed out with a single line. Erasers used at teacher's discretion	Large squares 1 digit per square Short date
Yr 2	As year 1	As year 1 Children taught to file own work when ready	No margin	Write day, date and month on LHS. Leave a line Write LO / title	Encourage to begin own ruling off when ready Paragraphs begin a new line	No writing below bottom line RHS for drafted work	As year 1 Tippex is not allowed	Smaller squares 1 digit or maths symbol per square Short date
Yr 3&4	Pen License awarded when Success Criteria met. Pencil in maths Blue or black ink only Highlighter pens used in books when appropriate	A4 folders Children name worksheets, books and folders and begin to file own work.	Printed margins, otherwise drawn by children where appropriate	Full date underlined on left of top line by margin. Leave a line Title / LO underlined with ruler Leave a line Begin writing at the margin (no LO's in margin)	Before beginning new work, leave a line, rule off, leave a line, write new date, Use a ruler Paragraphs clearly demarcated by indenting	No writing below bottom line Charts and tables drawn in pencil All lines for labels in pencil, use ruler as needed, writing to be horizontal.	Mistakes crossed out with a single line – ruler used as needed	A4 squared books (1cm) As above plus: Margins drawn at edge plus central margin where appropriate Question no. in margin Miss a line between each calculation for corrections as needed As above
Yr 5&6	As above	A4 folders Child names Files, books and worksheets. Orders and files own work.	As above		As above	As above	As above	As above

Folders, book covers and worksheets are not to embellish in any way – only name, subject and class to be evident.