



# Presentation Policy

## Vision statement

At Christ the Sower Ecumenical Primary School we provide the 'good earth' for all in our community to flourish; where every member can fully explore who they are created to be, with the high expectation that we, individually and collectively, will bear fruit beyond our wildest dreams. A place where we are loving, learning and growing together.

## Members of staff responsible:

All Staff

**Date of policy: Autumn 2019**

## Policy Intent:

At Christ the Sower Ecumenical School we want children to develop their knowledge, thinking and independence skills in all subjects. Clear and thoughtful presentation of work is a very important part of this process.

We expect a high standard of presentation and always encourage children to take pride in their work. Teachers and Learning Support Staff model careful and neat presentation and children see consistent practices throughout the school, making it clear what is expected of them.

Here are the guidelines that we follow to ensure that our pupils' work reflect their ability and understanding.

## Policy Implementation:

Written Work – In all subjects including homework

- Pupils should write with a sharpened pencil or black handwriting pen. Pupils should not use biro.
- Pupils from Year 4 will be awarded a pen licence when their writing is fluent and neat enough to make using pen a good idea. From this point, pen should be used for written work, pupils may choose whether to use pen or pencil for notes and draft work.
- Errors in pen and pencil should be crossed through with a single line e.g. The ~~cat~~-cat sat on the mat. If the mistake is more than one word, then you must use a ruler.
- All work will be dated, The date is to be written on the first line (on the left hand of the page) e.g. Friday 29<sup>th</sup> November. This should be underlined with a ruler in pencil. For younger children adults may annotate work with the short date or stick in the LI information.

- The next line should be left blank and the LI should be written on the next line below (on the left hand side of the page)
- Titles should be written in the centre of the page and underlined with a ruler and pencil.
- Leave a line before starting the main piece of work.
- New work: if more than 3/4 of the page has been used, start on new page. If less than 3/4 of the page has been used, draw a line with a ruler and pencil underneath work and the new work can be started on the same page.
- Children are taught the CtS handwriting scheme which is a joined style. They should always be encouraged to take care with their handwriting.
- Drawing the outline of a table should be drawn using a pencil and ruler, but the table content to be completed in pen if they have pen licence.
- Diagrams to be drawn in pencil

### Maths Work- including homework

- All number work should be written using a sharpened pencil.
- Mistakes should be crossed out with a single line.
- Digits and operation signs should be written in box spaces.
- Decimal points should be written on the line, half way up the square.
- Always use a ruler for drawing straight lines in maths including those that are part of calculations.
- The date should be written in short form at the top left of the page, e.g 29.11.19.
- The next line should be left blank and the LI should be written on the next line below (on the left hand side of the page)
- Titles should be written in the centre of the page and underlined with a ruler and pencil.
- New work: if more than 3/4 of the page has been used, start on new page. If less than 3/4 of the page has been used, draw a line with a ruler and pencil underneath work and the new work can be started on the same page.
- Pages may be folded in half for a central margin if a teacher feels it is appropriate for the activity.
- Question number should have a dot after it and leave a square before starting the calculation.

### Science Work

- Same as written work apart from the date which should be written in short form at the top left of the page, e.g 29.11.13.

### Humanities, PSHE & RE

- Same as written work.

### Display Work

- Having work displayed in school is like having it published in a book. Therefore it needs to be checked and made sure it is of an appropriate standard.
- Pupil's names should be on the work displayed.