

**Spring Meadow Infant and Nursery School**  
**Presentation Policy**



### **Rationale**

The aim of this policy is to ensure a consistently high standard of presentation (and handwriting) across the whole school which all children and staff recognise, understand and follow. For children and teachers this aims to foster a sense of pride in all work produced.

### **Making it a Reality**

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrate work with a high standard of presentation in whole class situations
- Sharing of exemplary work in year group / whole school assemblies
- Handwriting will be taught in line with the handwriting policy on a daily basis. The focus will be on correct letter formation and cursive handwriting.

### **Inclusion**

These expectations apply to the vast majority of children in our school. Occasionally a decision will be made to personalise expectations for a child who has such specific needs that these expectations could be a barrier to their progress. Difficulties are addressed through appropriate interventions or specific equipment.

### **Presentation across the School**

- All books are named, with the school labels and logo. Names are typed on the front of books.
- Every piece of work is dated (with the long date in all subjects except Maths). This is to be written wholly by the children by Summer Year 1.
- All work has a WALT. This is to be written wholly by the children by Spring Term Year 2.
- All drawings and diagrams should be in pencil.
- Felt pens and gel pens are not to be used in books.
- Coloured pens will only be used for specific reasons by children, e.g. purple pens for editing.
- Pencil crayons can be used in exercise books.
- One single line will be used to cross out mistakes or edit writing. Only staff will use rubbers in exercise books.
- Books MUST be well kept with no writing or doodling on the inside or outside of covers.
- Tippex and correction pens are not to be used.

### **Starting New Work**

Children should be taught where to begin a new piece of work. As a general rule, children will start a new page when there are only a few lines left; otherwise they rule off and use the same page.

### **Monitoring**

Presentation of work will be monitored by SLT and subject leaders through:

- Book scrutinies
- Lesson observations

### **Specific Progression**

Expectations of presentation will change significantly as the year progresses for each year group and as the children transition from EYFS through KS1.

### **Foundation Stage**

- Work will be dated by an adult.
- Staff will consistently model and emphasise correct letter formation and left to right orientation.
- Staff will encourage all children to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

### **Key Stage 1**

- Work will be dated by the children (see *Presentation across the School*).
- All work will have a WALT written by the children (see *Presentation across the School*).
- Children will be taught how to sharpen pencils and be reminded to ensure pencils are sharp when writing.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.
- Children will be taught to use guidelines if writing on plain paper.
- Staff will consistently emphasise and model correct letter formation through regular teaching of handwriting.
- In maths books, children will be taught to use one digit or symbol per square.

### **Homework**

Parents are encouraged to support their children to produce quality work following the policy guidelines. Children are expected to take the same care with homework as they do their class exercise books.