

Brandesburton Primary School

Presentation Policy



Aim

- To raise standards of presentation and encourage a consistent, whole school approach to presentation

Handwriting

- Handwriting is linked to spelling practice using Curriculum and individual, group or class spelling focuses
- The class teacher will model appropriate handwriting
- KS2 children write with a black handwriting pen
- Teaching of basic joined handwriting begins in Foundation Stage 1
- The need for a clear and legible style will be reinforced by all teaching staff
- Examples of good handwriting are displayed in all classrooms
- Children may be given targets to focus on handwriting and presentation
- Poor presentation is challenged by the class teacher and may lead to a piece of work being redone or corrected appropriately.

Page Layout

- Dates and titles will be written in full from year 3 (as appropriate) and underlined, except in maths when the short dates will be written.
- A line missed will demark a new paragraph
- From Y3 a pencil margin will be drawn if not already in place
- Work will be ruled off after completion, missing a line
- A new page will only be begun if a few lines are left at the bottom of the page
- Line guides matching line sizes of books will be used as appropriate

Maths

- Pencils will be used in maths work.
- When squared paper is used, one square will be used for each digit.
- Rulers will be used for all line drawing.

Corrections

- Incorrect words/phrases to be crossed out with one straight line ▪ Work is corrected according to the marking policy with a blue pen.
- KS 1 to complete corrections in green pencil crayon and KS 2 pupils with a green pen

Books / Folders

- Front covers will include child's name, year group and subject

Mounting Work

- Displayed work will be mounted neatly and clearly and contribute to developing high standards of presentation in all areas of the school and curriculum.

Reviewed January 2020

To be reviewed January 2022