Fairfield Community Primary School Presentation Policy

The Following policy guidelines are for use by all teachers & Support Staff.

All pupils should be familiar with them.

A consistent approach with high expectations should realise high standards of presentation.

Handwriting

Pupils are encouraged to develop a cursive style of handwriting from the Foundation Stage onwards.

This school has a comprehensive **HANDWRITING SCHEME**.

All pupils should do handwriting as a formal lesson at least once a week. Further opportunities should be made wherever possible.

The teacher will have a clear objective for the handwriting lesson.

During the lesson the teacher should circulate around the room and lean over pupils as they work, demonstrating the correct way to form a letter where a pupil needs it and give ticks and praise where appropriate. This should be done with a different coloured pen to the child.

Handwriting will be rewarded through the school's reward systems.

Please make sure that standards of handwriting are modelled by all adults so that children know the standard expected.

There should always be examples of good writing displayed in all classrooms.

The standards in handwriting lessons should be seen in children's work as appropriate to task.

If handwriting is at an unacceptable standard, children will be required to write out part of the work again.

Pen / Pencil

In year 3, pupils should begin to practise handwriting with a pen.

By the end of year 5, **all** pupils should be using pens (Unless identified alongside the SENCO)

Pen / Pencil usage in Numeracy

Pencil should be used at all times. One digit per box should be used to ensure clarity of place value. Decimal places should be placed on the line between boxes.

Pencils should be sharp and useable.

Writing (all other subjects)

When appropriate (see above), ballpoint pens in blue should be used.

Underlining / Use of ruler

Every child should have access to a ruler.

All dates and titles should be underlined, and at KS1 where appropriate.

Rulers should always be used for labelling, many diagrams, mathematical shapes, etc. Never allow freehand when a ruler should be used.

Date / Start of Page

Write the date if appropriate on the top line at the left hand side of the page; written as day, number, month, year ….

eg; Monday 3rd March 2015.

If the short date is being used, dots should be used to separate numbers ….

eg; 3.3.05

All completed work should be underlined underneath the work unless an arrow is drawn.

Start a new piece of work on the same page if there is enough room.

Spelling Corrections

At KS2, when a pen or pencil is used, children should correct a mistake by drawing a **ruled** line through the mistake with a pencil and write the correction next to it.

E.g. ~~houled~~ **howled**

In Year 2, the teacher will introduce this method at a suitable point in the year in preparation for consistent use in KS2.

Teachers are to use this method when scribing or during shared writing with a view to pupils eventually developing it in their own written work.

Labelling

All diagrams and some illustrations need clear labelling.

Pupils should be encouraged to use a ruler where appropriate.

Labels should be straight rather than at an angle.

Labels on graphs should be clearly vertical or horizontal and properly spaced.

Learning Outcomes

These should be displayed in books for each lesson.

I.L.T. may be used rather than writing 'I'm learning to.'

<u>Worksheets</u>

In A4 books, worksheets should be stuck in books neatly.

Worksheets should never overlap pages.

Smaller worksheets must be stuck in straight

<u>Illustrations</u>

Illustrations should only be allowed when the I.L.T has been achieved.

Colouring of diagrams should be done and only using pencil crayon that is shaded one way (neatness is key)

The next two sides contain Presentation Rule sheets which need to be displayed in each classroom and in all maths and English books as appropriate.

Policy	
Reviewing Committee	
Last Reviewed	
Ratified by Governing Body	