



St John's Church of England Primary School Presentation Policy

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The purpose of this policy is to ensure that children at St John’s CE Primary School receive consistent messages about what is expected from them in relation to acceptable presentation of work. Standards are to be consistently high no matter what the subject. Through high expectation of presentation, it is believed that the importance of the work that is produced will be enhanced and help to raise self-esteem.

Principles

- Consistency of approach is key to raising standards of presentation
- Standards of presentation will enhance the pride children have in work produced
- The expectation is that all written work will receive the same consistent approach
- Consistent teacher expectation of work will improve standards of work produced, not just in presentation, but in content as well

Aims

- To ensure that quality work is produced by children at all ages and abilities
- To enable children to have success, resulting in better self-esteem
- To produce consistency of approach and standards, no matter who the teacher is or at which age
- To inform parents of what is expected from their child and support the school in
- ensuring their child achieves, as far as possible, the required standards

Monitoring and Evaluating

- Samples of books across all subjects will be brought weekly to SLT to check presentation, marking and quality of work.
- Discussions will be encouraged with parents at events such as curriculum evenings, parents’ evenings and parent workshops.
- All staff will continually monitor their own practice and moderate across year groups

Desirable Outcomes

- There will be an improvement in children’s learning
- Children will become more self-confident and develop greater self-esteem
- Children will become more involved in their own learning and assessment and will develop a greater awareness of what is expected of them
- Parents will develop a greater understanding of the school’s philosophy of the purposes of presentation and of its usefulness in terms of children’s achievement and progress.
- There will be consistency in presentation across year groups, between years and across the key stages.

Guidelines

Key Stage 1	Key Stage 2
<ul style="list-style-type: none"> • The date is written in full and underlined using a ruler • The LO or LQ is written and underlined using a pencil and a ruler (labels may be used) • A line is left in-between the date and LO and again between the LO and the start of work - DUM LUMS • All children use a sharp pencil • If a mistake is made, children put one line through the error • All sheets MUST be trimmed and pasted in to books straight 	<ul style="list-style-type: none"> • The date is written in full and underlined using a ruler • The LO or LQ is written and underlined using a pencil and a ruler • A line is left in-between the date and LO and again between the LO and the start of work - DUM LUMS • All children use a sharp pencil • When children are ready to use a pen, they write in blue ink • If a mistake is made, children put one line through the error

	<ul style="list-style-type: none"> • All sheets MUST be trimmed and pasted in to books straight
<p><i>Mathematics</i></p> <ul style="list-style-type: none"> • All work is recorded in pencil • A line is left between each question /section of work <p>The date is written in short form and underlined using a ruler</p> <ul style="list-style-type: none"> • Where appropriate each digit should have its own square • The LO is written and underlined using a ruler (labels may be used) • A line is left in-between the date and LO and again between the LO and the start of work - DUMMLUMS • All children use a sharp pencil • There should be a margin in maths books • All sheets MUST be trimmed and pasted in to books straight 	<p><i>Mathematics</i></p> <ul style="list-style-type: none"> • All work is completed in pencil • A line is left between each question /section of work <p>Where appropriate each digit should have its own square</p> <ul style="list-style-type: none"> • The date is written in short form and underlined using a ruler • The LO is written and underlined using a ruler • A line is left in-between the date and LO and again between the LO and the start of work - DUMMLUMS • All children use a sharp pencil • There should be a margin in maths books • All sheets MUST be trimmed and pasted in to books straight

PERFECT PRESENTATION!

Making a mistake	X	Making a mistake.	✓
<u>Underlining.</u>	X	<u>Underlining.</u>	✓
Handwriting.	X	Handwriting.	✓
Using a biro.	X	Using an ink pen.	✓
Doodling	X	No doodling	✓
On the line.	X	On the line.	✓

D U M L U M S

D	Date
U	Underline
M	Miss a line
L	LO or LQ
U	Underline
M	Miss a line
S	Start