



PRESENTATION POLICY

Approved on behalf of Governing Body:

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(Chair of Governors)

Approved on behalf of School:

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(Headteacher)

**May 2024
Review May 2025**

Presentation Policy

Rational

The purpose of this policy is to ensure that children at Nether Stowey School receive consistent messages about what is expected from them in relation to acceptable presentation of work. Standards are to be consistent 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

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

Aims

- o To ensure that quality work is produced by children at all ages and abilities.
- o To produce consistency of approach and standards across the whole school and in all areas of the curriculum.

Monitoring and Evaluating

- o During termly "Book Monitoring" the SLT will check presentation policy is adhered to.
- o All staff will continually monitor their own practice and moderate across year groups during moderation sessions.

Guidelines

The following agreed procedures for the presentation of children's work should be implemented by all staff:

Date & "I can"
1. All work must begin with the date. This must be written on the top line, starting at the margin (where there is one).
2. All work must have an "I can" statement at the top of the page. This must be written below the date, starting at the margin (where there is one).
3. All dates and "I can" statements must be underlined using a ruler.
4. In English (both Writer's Craft and Independent Write Books) the long date must be used and written in the following way: <u>Tuesday 16th September 2020</u>
5. In Maths the short date must be used and written in the following way: <u>16.09.20</u>
6. In EY & KS1 the date and "I can" statement is printed and stuck in, neatly , at the top of the page.
7. In Y3 & Y4 (Ash and Willow) the children will write and underline the long date at the top of the page, but the teacher will print the "I can" statement. This will be stuck, neatly , beneath the long date.
8. In Maple and Beech Class the date and "I can" statement will be written by the class and underlined.
9. TOPIC BOOKS?
10. In English, the short date will be written in the margin, only when the learning is a continuation of the previous day's lesson.
Errors and Corrections
11. No rubbers to be used. If children make a mistake they are asked to draw one line through the mistake.
12. In EY & KS1 the children will generally begin new work on a new page.
13. In KS2 the children can rule off after the previous piece of work and continue to work on the page.
14. Teacher's marking will be written underneath the children's work. This will be done using neat handwriting and adhere to the school's marking policy.
General Guidance
15. Children will work through their books page by page. They will not miss out pages.
16. Work will be sequenced in order. If work is stuck into books it must be in order of learning.

17. When using squared paper, for example in Maths Books, there should be one number per square.

18. If sticking in worksheets, they must be trimmed and should fit on the page.

19. No worksheets stuck into "Independent Books".