

Hightown Junior Infant and Nursery School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Presentation policy

Policy date:	January 2024	
Approved by & date	Full Governing Body	January 2024
Link school staff:	Kelly Heddon	
Link governor:	Kay Brennan	
Next review date	September 2026	

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Aims

To establish high expectations and pride in everything we do – both of ourselves and of the children.

- To create a clear and consistent set of guidelines for the presentation of children's learning.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To share this information with parents on a regular basis.

As a result of this policy there will be greater consistency in the way that children's work is presented across the school.

Ofsted

Often work is untidy and not the pupils' best efforts (Hightown Ofsted 2013)

- Inspectors may consider the tidiness of their work and the pride they show in its presentation, and the overall effort that they make.
- Grade descriptors – The behaviour and safety of pupils at the school
    - Pupils take pride in their work, their appearance and their school. (good)

Expectations for Teaching Staff

Teaching and support staff are the most importable role models for presentation and high expectations. Use the resources available to you to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat.
- All children's work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- If a child is away please ensure that their book is marked with 'absent' and write the short date.

General principles

It is acknowledged that how work is presented will depend on the learning purpose and audience, but as a staff we have agreed the following general guidelines to ensure consistency.

These guidelines are subject to regular review and are occasionally adapted to meet the needs of specific children.

Pens and pencils

- pencils will be used in all year groups.
- pencils will be used in numeracy books, all the way through school
- pencils will be used to draw diagrams etc – where appropriate, these will be labelled, neatly, in pen.
- pens will be introduced when a child's handwriting style is sufficiently developed (we anticipate this to be in Year 4)
- where pens are used they will be a standard blue ink bic biro type

Rulers

- plastic rulers will be used throughout school.
- rulers should always be used to draw lines
- rulers should always be used to cross out an error or mistake
- mathematical drawings and scientific diagrams should always be drawn with a ruler

Erasers

- erasers are not to be used, except in Art work

Date

- Each piece of work should be clearly dated
- In the Foundation stage the teacher will write the date on the children's work or a date stamp will be used.
- In KS1 the date is written in numbers on the white board. The children will copy this into their books.
- In KS2 the date is written up on the whiteboard in both word and number form each day.
- In KS2 the 'short' date (numbers only) is used for work in maths and is written on the left hand side of the page.
- In KS2 the long date (eg: Wednesday 6th February) is used for all other work and is written on the left hand side of the page.
- The teacher should model the correct date on the board ensuring that abbreviations for the days and months are not used.

Titles

- Titles should always be used in work.
- Titles should be centred.
- Titles should be underlined neatly using a pencil and ruler.

Learning intention and success criteria

- The Learning Intention/Success Criteria should be made clear for each piece of work. This will be pre-prepared on a sticker.

Colouring

- Pencil crayons should only be used for colouring in drawings and diagrams within books.
- Felt tip pens are not to be used in books.
- highlighters may be used for editing purposes.

New Pages

- In KS1 and KS2 a line should be left after a piece of work and then ruled off, a new page should be started if appropriate (generally if less than a ¼ of the page remains).

Paragraphs

- An empty line should be left after a paragraph. Then a new line should be started without indenting.

Exercise books

- Exercise books are passed on to the next class teacher at the end of each year.
- All exercise books will be labelled.
- A complete list of relevant exercise books can be found in Appendix 1 and on the wall of the stock cupboard
- Samples of exercise books are kept for a minimum of two years before being sent home.
- It is expected that any child not following the school presentation guidelines and, therefore, not taking pride in their work will have to redo part, or all, of a piece of work in their own time.

Classroom

- All tables should have appropriate containers with the correct equipment; rulers, pencils, pens, colouring pencils etc.
- Each room should have white boards and pens available for all children
- The classroom should be well organised with displays, trays etc labelled.
- Children should be encouraged to manage the classroom resources for themselves – they should also know how and where to access these resources.

Handwriting

- The 'Debbie Hepplewhite' scheme is the agreed scheme for teaching handwriting.
- The Debbie Hepplewhite font is the preferred style for all worksheets, hand-outs and labels.
- Handwriting is taught and is an integral part of spelling and phonics lessons.