

MANOR ROAD PRIMARY SCHOOL



PRESENTATION POLICY

January 2024





Manor Road Primary School

Presentation Policy

Contents

Page	Details
3	Philosophy and Purpose
3	Guidelines
3	Monitoring, Evaluation and Review
4	Expectations for Writing
5	Expectations for Maths
6	Review Schedule



Manor Road Primary School

Presentation Policy

Philosophy and Purpose

At Manor Road we believe that it is important that children:

- take a pride in their work
- present work in a manner appropriate to the subject, the purpose and the audience for which it is intended
- be taught presentation skills in a planned way, with progression and continuity across the whole school
- have high quality materials appropriate to age and need
- are encouraged to appreciate their materials and look after them
- are made aware of the expectations which should be appropriate to age and ability
- are positively encouraged to consistently achieve the standards set and be rewarded for their efforts

Guidelines

The following grid sets out, for each age range, clear guidelines on setting out and presentation.

Staff will:

- teach children the skills required for presenting work
- encourage children to take a pride in their work
- remind children regularly of expected standards
- insist on children treating their materials with respect
- use the guidance flexibly for children with SEN
- acknowledge and reward children's efforts
- set high standards of presenting work for children and in displays

Monitoring, Evaluation and Review

The policy will be monitored regularly by the Senior Management Team and Subject Leaders through:

- scrutiny of children's work
- observing work presented to children
- displays

<u>WRITING</u>	Writing Utensils	Exercise Books/Paper	Worksheets	Setting-out: Ruling off etc.	Setting-out: Date/Title	Setting-out: Other	Mistakes
REC	Thick pencils, triangular pencils. Variety of resources available.	Wide lined exercise books.	N/A	N/A	Teacher writes date in books.	N/A	Children taught how to use erasers.
YEAR 1	Pencil	15mm lined books/paper (unless SEND).	Child names and dates sheet. Stuck in books.	N/A	Pre-printed Learning Objective and date are stuck in by child.	No writing below bottom line.	Mistakes crossed out by a single line/erasers used at teacher's discretion.
YEAR 2	Pencil	12mm lined books/paper (unless SEND)	Child names and dates sheet. Stuck in books.	Double page spread is predominantly used.	Pre-printed Learning Objective and date are stuck in by child.	No writing below bottom line. Red Pen used for corrections by children.	Mistakes crossed out by a single line/erasers used at teacher's discretion.
YEAR 3 & 4	Pencil / Pen once ready	8mm lined books/paper (unless SEND).	Child names and dates sheet. Stuck in books.	Children rule-off one line below last piece of writing. New page if only 4 lines left.	Full date underlined on left of top line, including day of the week. Objective underlined in centre of next line, miss a line before writing.	No writing below bottom line. Red Pen used for corrections by children.	Mistakes crossed out by single line. Erasers used under teacher guidance.
YEAR 5 & 6	Pencil Pens – blue ink, roller ball	8mm lined books/paper.	Child names and dates sheet. Stuck in books.	Children rule-off one line below last piece of writing. New page if only 4 lines left.	Full date underlined on left of top line. Objective underlined on left of next line, miss a line before writing	No writing below bottom line. Charts and tables in pencil. Red Pen used for corrections by children.	Mistakes crossed out by single ruled line. No Tippex. Independent use of pencil erasers.

MATHS	Writing Utensils	Exercise Books/Paper	Worksheets	Setting-out: Ruling off etc.	Setting-out: Date/Title	Setting-out: Other	Mistakes
REC	Thick pencils, triangular pencils. Variety of resources available.	Maths No Problem Books	Child tries to name sheet. Stored in wallets/books – teacher labels.	N/A	Teacher writes date in book.	N/A	Erasers at teacher's discretion.
YEAR 1	Pencil	Maths No Problem Books Maths Journals	Child names sheet. Sheets are stuck in books.	N/A	Number date written on all work by child or adult. Objective as title.	N/A	Mistakes crossed out by a single line/erasers used at teacher's discretion.
YEAR 2	Pencil	Maths No Problem Books Maths Journals	Child names and dates sheet. Sheets are stuck in books.	Rule off after feedback on last piece of work in journal.	Number date written on all work by child or adult. Objective as title.	N/A	Mistakes crossed out by a single line/erasers used at teacher's discretion.
YEAR 3 & 4	Pencil	Maths No Problem Books Maths Journals	Child names and dates sheet. Sheets are stuck in books.	Rule off after feedback on last piece of work in journal.	Number date written and underlined on left of page. Objective as title.	Each digit in own square, writing ignores squares. Rulers used for all underlining, graphs, tables etc.	Mistakes crossed out by single line. Erasers used at teacher's discretion.
YEAR 5 & 6	Pencil	Maths No Problem Books Maths Journals	Child names and dates sheet. Sheets are stuck in books.	Rule off after last piece of work in journal.	Number date. Objective as title	Each digit in own square, writing ignores squares. Rulers used for all underlining, graphs, tables etc.	Mistakes crossed out by single line. Erasers under teacher guidance leading to independent use. No Tippex.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	
Policy reviewed	September 2019	Reviewed and updated as required
	January 2024	Reviewed and updated as required Moved on to new policy format
Review schedule	As required	