

## Marfleet Primary School

### **Presentation Policy**

Date: October 2021

Review: October 2022

### **Aims**

- To establish high expectations for each piece of written work produced by every child in our school.
- To ensure that every child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.

### **Expectations for teaching staff**

All teaching staff should act as role models to ensure the highest possible standards in presentation. This is achieved by:

- Teaching handwriting and expectations of presentation as a whole class lesson. This should be done at least 2 times per week in KS2 for at least 15 minutes per session and should always include teacher led modelling. In KS1 handwriting should be taught daily.
- Giving children opportunities within each handwriting session to not only practise individual letters and words, but also to write in sentences so to practise spacing between words.
- Making sure handwriting is modelled using a cursive script – it should be joined, legible and consistently formed.
- Making sure, **where reasonably possible**, classroom displays, working walls, teacher flipcharts and any worksheets/handouts are typed using the Twinkl Cursive Looped font or written using correct handwriting from the teacher.
- Maintaining the overall standard of presentation in each child's book. This includes, sticking in sheets, labels and headings – ensuring these are straight and cut to size with no protruding edges.

- The front cover of each child's book should contain the child's full name and should be written in pen by an adult in the appropriate handwriting for that age group.

### **Expectations for children**

- Children should follow presentation expectations which will be displayed in the classroom. Please see Appendix I further details.
- Sharp pencils to be used in all books from Foundation Stage to Year 6. The only exception is Year 6 where pens may be used for final draft pieces in literacy. Handwriting pens to be provided by the school.
- Children should not be using a rubber to make changes to their work. Instead mistakes of 1 or 2 words should be crossed out with a single horizontal line. Mistakes of more than 2 words should be indicated by a small cross at the start and a small cross at the end of the words/sentence/paragraph.

### **Expectations for Handwriting**

- A basic script will be taught in the Foundation Stage and developed through the school. In Year 1 children will be taught basic cursive with the expectation that by the time children leave Year 2, children will be writing fully joined.
- The school's preferred style of cursive script is Twinkl Cursive Looped. Please see Appendix II for further information as to how this develops between year groups.
- Each child should have a handwriting book. This book should contain the same line format as the child's literacy book.

### **Expectations for the layout of work**

#### **Literacy**

- Children in Year 3-6 should write the long date (e.g. Monday 26<sup>th</sup> February 2018) and title independently. The long date should be written on the top line of the page. This is followed by a title on the line below detailing the task. For children with Special Educational Needs, expectations may differ at the discretion of the class teacher.
- Children should miss a line before writing the main body of work. Writing should be on the line and to the end of the line. Children's writing should not fall within the margin.

- In the Foundation Stage, Year 1 and Year 2 the date and title should be typed and stuck in children's books by an adult. This should follow the same format as above and be typed using the Twinkl Cursive Looped font.
- Children in the Foundation Stage and Year 1-3 should use books with a larger ruled margin between lines. The preferred books are FF Ruled from East Riding Supplies.

## **Maths**

- Children in Year 3-6 should write the short date (e.g. 26.2.18) and title independently. The short date should be written on the top line of the page. This is followed by a title on the line below detailing the current topic.
- As each topic in maths takes multiple dates to complete, any further work on the same topic should be indicated by the short date only. Children should miss a line before writing the main body of work.
- In the Foundation Stage, Year 1 and Year 2 the date and title should be typed and stuck in children's books by an adult. This should follow the same format as above and be typed using the Twinkl Cursive Looped font.
- All figures, this includes all mathematical signs and symbols, must be written neatly and clearly with one figure to each square.
- When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
- Any sheets placed in children's books should be cut to size and stuck in straight with no protruding edges. There should be a reasonable space between each sheet on one page. This should be done by an adult in the Foundation Stage and Year 1-3. In Year 4-6 this can be done by a child but should match the standards of any adult.

## **Expectations for celebrating good presentation**

- Each classroom display board should contain examples of good presentation/handwriting produced by the children within that class.
- Each class should celebrate good presentation with a 'Handwriting Hero' award for each week.

## **Expectations for monitoring the Presentation Policy**

- Every term, examples of children's work will be collected to ensure that the policy is being implemented consistently.
- Every term, a selection of children from all year groups will be asked to talk about presentation, including how they feel about their work.

## **Appendix I**

### **KS1 Presentation Expectations**

#### **The date and title**

In maths, I will write the short date for each piece of work on the same topic.
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I will miss a line after the date and title.
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#### **Making mistakes**

If I make a mistake I will put 1 neat line through it.
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If I make a bigger mistake, I will put a small cross at the start and a small cross at the end.
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#### **Handwriting**

I will write on the line.
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I will always try to write neatly.
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I will try to form my letters correctly.
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#### **My books**

I will not miss out any pages.
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I will not scribble/doodle on my book.
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## **KS2 Presentation Expectations**

### **The date and title**

I will write the long date on the top line.
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In maths, I will write the short date on the top line.
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In all lessons, I will write the task on the line under the date.
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In maths, I will write the short date for each piece of work on the same topic.
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I will miss a line after the date/title.
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### **Making mistakes**

If I make a mistake I will put 1 neat line through it.
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If I make a bigger mistake, I will put a small cross at the start and a small cross at the end.
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### **Handwriting**

I will write on the line.
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I will join my handwriting.
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### **My books**

I will not miss out any pages.
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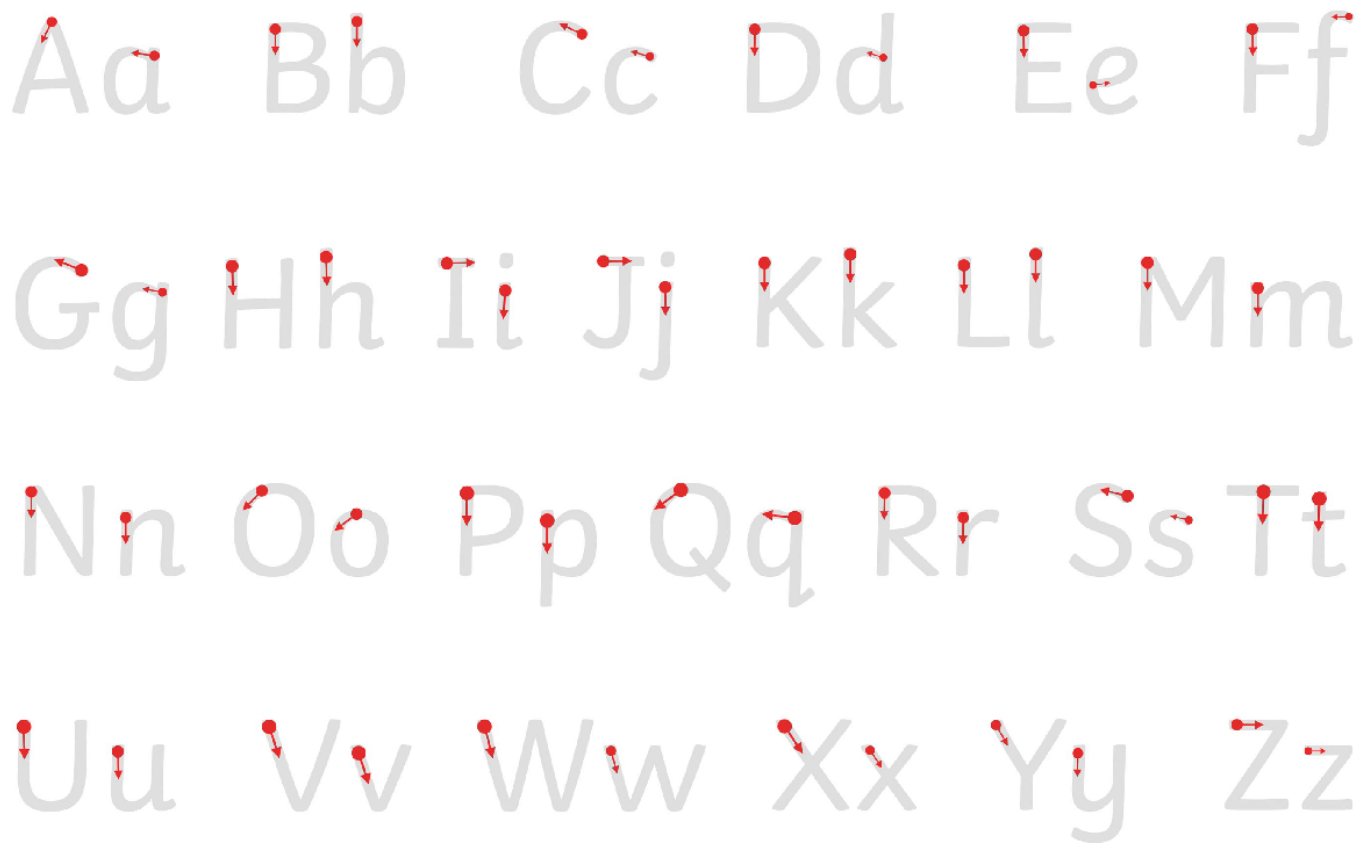
I will not scribble/doodle on my book.
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## Appendix II

### Handwriting guide for teaching staff and parents

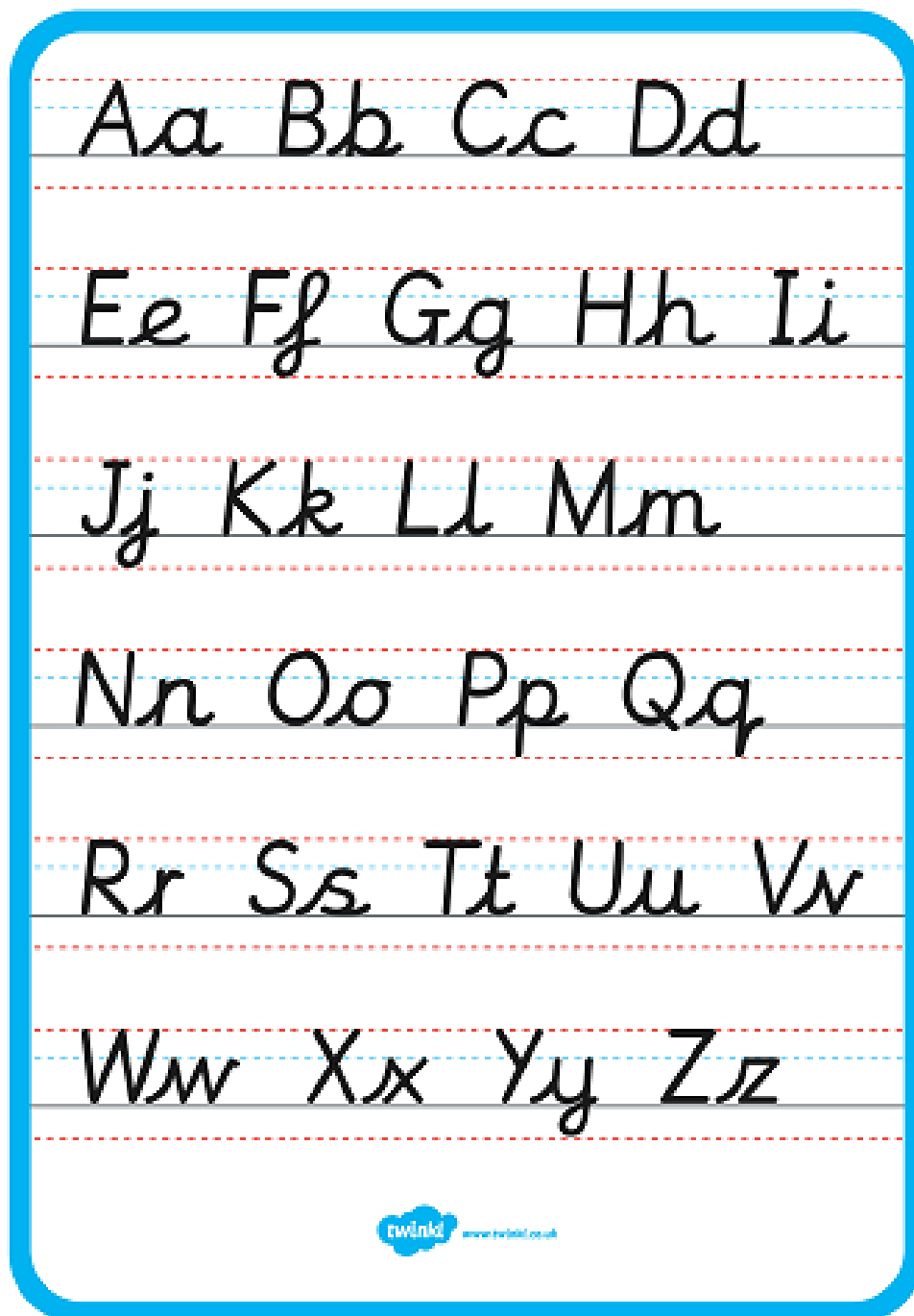
#### Foundation Stage

Children in the Foundation Stage are not expected to join their letters. Children will be taught to print their letters in the style shown below.



#### Year 1

From Year 1, children will be taught basic cursive in the style shown below. As with the Foundation Stage there is no expectation for children to join their letters. However, as the year progresses some children will begin to write fully joined in their books.



From Year 2, children will be expected to fully join their handwriting. As with Year 1 children will be taught basic cursive and how to join letters to form words. In addition, children will be taught to space words correctly. An example is seen below.

This is an example  
of the expectations  
in handwriting from  
Year 2 onwards.