

Shurdington CofE Primary
Be the **BEST** we can be, through love.
Believe **E**njoy **S**ucceed **T**ogether
'Love God and love your neighbour as you love yourself.'
Matthew 22, verses 37 and 39.

Presentation Policy

Shurdington Church of England policies are written in the spirit of Christian values

Agreed by Governors: Nov 2025

Review Date: Nov 27

Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance (appendix) for each class which outlines the expectations and progression throughout school.

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

In practice

Staff will ensure that presentation of work is actively taught and children are constantly reminded of keeping up the high standards expected. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation.

- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (for example through praise, House Points, Merit Awards, Writer of the Month, and Headteacher stickers).
- Sharing of good work in whole school celebration worship.
- Handwriting will be taught in line with our school policy. The focus of these daily lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style.

Presentation General rules

- Presentation rules should be in the front of Maths and English books.
- All dates and titles should be underlined with a ruler.
- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Purple pens should be used for editing.
- One single line is used to cross out mistakes.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages, in books or on covers.
- Tippex and corrections pens are not used.
- Rulers used when drawing straight lines.
- If sheets are used, they must be stuck in neatly.

Starting new work

Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Monitoring

Presentation will be monitored by the Senior Leadership Team and subject leaders on a regular basis through:

- Work Scrutinies/Book Looks
- Lesson Observations
- Pupil interviews

Appendix 1 - Individual guidance

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.

Key Questions

- Adults will add the key question until children are capable of adding this independently.

Staff will encourage

- Staff will emphasise correct letter formation and orientation.
- Will be encouraged to try and write in a straight line. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting.

Indicating errors

- Children will either rub out mistakes neatly with a rubber or indicate an error with one neat line through work. **Children will need to be taught how to do this.**

Dating work

- In maths the short date is used, e.g. 16/03/03
- In English children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. *Monday 8th September*

Writing the key question

- Children will work towards writing the key question. Ideally by the summer term, earlier if possible.
- This may be stuck into the book along with Success Criteria but must be stuck in neatly

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular basis and correct letter formation will be reinforced through other work (English, topic, maths books).
- Handwriting books will be used for this.

Indicating errors

- Children will either rub out mistakes neatly with a rubber or indicate an error with one neat line through work.

Dating work

- In maths the short date is used, e.g. 16/03/03
- In all other subjects the longer date is used, e.g. *Monday 8th September*.

Writing the key questions

- Children will write the key questions.

Maths Books

- Only pencil to be used
- Children to be taught to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Years 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate handwriting pens can be used.
- Children will not use biro or gel pen unless using the purple pen for editing.
- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular basis with a focus on correct letter formation and cursive handwriting.
- Handwriting books will be used for this.

Indicating errors

- Children will either rub out mistakes neatly with a rubber when using a pencil or indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g.
16/03/03
- All other work has the long date, e.g. Monday *8th September*

Key question

- Underlined with a ruler.

Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Care of Books

- Children will not doodle on pages or on the covers of their books.

Years 5 and 6

Equipment

- Children need still to earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given. Only appropriate handwriting pens can be used.

- All maths work will be completed in pencil.
- Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper.

Handwriting

- Handwriting will be taught on a regular basis.
- Handwriting books will be used for this.

Indicating errors

- Children will either rub out mistakes neatly with a rubber when using a pencil or indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

Dating work

- Date written on left (not in the margin) and underlined with a ruler.
- In maths the short date is used and underlined with a ruler, e.g.
16/03/03
- All other work has the long date, e.g. Monday *8th September*

Title of work

- Underlined with ruler.

Maths Books

- Only pencil to be used
- Children to use 1 digit per square
- If short answers are required, pupils can divide the page in half with a neat ruler line in the centre of the page

Care of Books

- Children will not doodle on pages or on the covers of their books.

