

Presentation Policy Jan 2019

Aims:

- To raise the standard of presentation in books/work across the school.
- To reduce the variation in expectations between subjects/teachers/year groups.
- To engender a sense of pride in children for the quality of their recording.
- To support SEND pupils.

All teachers/departments will comply with the following:

1. **(Left-aligned) Date (full or short) and Title (LO) in the book, underline (with ruler) in pen, as appropriate.**
2. **High expectations for legible, cursive handwriting (in line with KS2 expectations).**
3. **Use of handwriting pens (either fibre tip or roller ball – not biro). High quality green pens, spares of handwriting pens will be provided from central stock.**
4. **Show leniency to pupils identified by the SENCO.**
5. **Diagrams drawn in pencil with a ruler. Label lines also in pencil.**
6. **Tables drawn in pencil with a ruler.**

Departments can decide to use:

7. *Covers – for all exercise books.*
8. *A4+ size exercise books (to aid gluing in).*
9. Raffle: ticket if child offers a particularly well-presented piece of work.
10. Sanction: use a line through a stamp for a lack of effort if presentation not up-to-standard.
11. Review the books (in term 2) to evaluate the standards across the school.

For pupils:

## 4 rules

- A. **(Left-aligned) Date (full or short) and Title (LO) in the book, underline (with ruler) in pen**
- B. **Neat, legible (readable), joined-up handwriting.**
- C. **Use of handwriting pens (either fibre tip or roller ball – not biro).**
- D. **Diagrams and tables drawn in pencil with a ruler. Label lines also in pencil.**