



**A love of
learning
A desire for
God**



St Mary's Catholic Primary Voluntary Academy Presentation Policy

Date agreed by governors:	May 2020
To be reviewed:	Three yearly
Policy Holder	Head teacher

At St Mary's Catholic Primary School we see presentation as being of paramount importance in the education of our children. We see it as being an early step towards self-discipline.

Rationale

- It enables all children to see that all teachers expect them to do their best whatever class they are in.
- From Y1 onwards children will not have to change presentation yearly as all staff will be working to an agreed format. This is less confusing for the child and stress is avoided.
- It brings about consistency, continuity and the situation whereby if the child is aware of teacher expectation, they are more secure when producing evidence of their learning.
- New staff/visiting staff will be aware of expected presentation and the children will therefore not be subjected to different expectations on the part of staff.

Aims

- To develop individual children's self-esteem.
- When children have pride in their learning, they experience fulfilment, satisfaction and therefore greater motivation.
- To develop a positive attitude towards learning.
- So that the presentation of learning is continually attractive.
- If learning in books is well presented for example in terms of legibility its meaning is more easily communicated.
- Evidence of learning in books will not only fulfil its purpose but will also be attractive.
- If learning is to be displayed it will encourage pride in the classroom environment.

Presentation Guidelines

- No book covers to be bent over - this makes the book look untidy and makes the covers work loose.
- No graffiti or doodles anywhere in books or on covers.
- Learning in Literacy and Maths book to have a date and a title.
- Learning in other books should just have titles/learning intentions
- In Key Stage 2 the learning intentions should be clear for each piece of work in books. (There is no need to write a learning objective for every piece of learning)
- The date and title/lesson intention should be underlined with a ruler and pencil.
- In maths books, the date should be written in numerals.
- Covers of books should only have the child's name, class and subject written on them. Homework books and diaries are exempt from this rule. Books which have been defaced will be taken home and covered in appropriately covered sugar paper.
- Any straight lines drawn in books to be drawn with a ruler and pencil.
- All written Maths recording to be done in pencil. Children should use one square per digit.
- Year 3 and 4 children to use a school-approved fibre-tip or gel pen as soon as their teacher is confident of their ability to do so (a pen license will be awarded) - all children should be using pen before they leave Year 4. No black biros should be used.

- Children in years 5 and 6 should be using the school provided black ink fibre-tip pens (individual teachers may approve alternative fibre tip or gel pens if suitable).
- Please note that NO black biro's should be used.
- 'Blue pen' work should be as neat as all other written work and should follow the principles of this policy.
- Children should use joined up script whenever appropriate.
- Children should always work sequentially through their book and should not automatically start a new page for each new piece of work.
- No 'tippex' will be used. Erasers may be used for art and other drawing activities, and occasionally at the individual discretion of the teacher.
- Mistakes should be neatly crossed out with one ruler line drawn through the word, digit, diagram etc.
- Teachers should regularly model the correct way of correcting mistakes.
- No felt tip pens to be used by pupils in their exercise books.
- Diagrams/pictures should be drawn in pencil.
- Annotations should be printed and horizontal.
- Line guides should be encouraged when using plain paper.
- The use of worksheets in books should be limited. Teachers need to think about the appropriateness of worksheets for the learning intention.
- Children should stick worksheets into books neatly and appropriately. Worksheets should not hang out of the side of exercise books.

Foundation Stage

The Foundation Stage Class will work towards the principles outlined in this policy.

Sanctions

Children who produce learning that does not meet the criteria set out in this policy may have learning removed from books and be asked to complete the learning again. Children should be made aware of this regularly.