

# Presentation Policy



**Garfield** Primary  
Today's children, tomorrow's future.

**Reviewed September 2018**

**Raised at: Teaching & Learning Committee: 17<sup>th</sup> October 2018**

**Agreed & ratified by Governing Body: 19/11/18**

**Signed:**  \_\_\_\_\_ **Chair of Governors**

**Presentation Policy  
Garfield Primary School  
Updated September 2018  
(Ratified by governors Autumn 2018)**



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## **Philosophy**

To raise academic standards through:

- Promoting children's sense of pride in their own work;
- Promoting consistency of handwriting and presentation throughout the whole school;
- Encouraging children to acquire correct letter and number formation and clear, legible, joined writing;
- Fostering appropriate position and pen hold, bearing in mind the needs of left-handed children;
- Encouraging children to choose an appropriate script for the task in hand.

The expectations for the presentation of children's work are as follows:

## **Foundation Stage**

- Name to be written on the front of work or paper;
- All work to be dated at the top of the page;
- At appropriate time, adult to model the short date and child copies;
- Children take the time to ensure all work is not creased or crumpled;
- Rubbers are not to be used on work (teachers may use their discretion);
- Evidence of spacing in their written work.

## **Year 1 & 2**

- Short date at the top of the page (adult or child to write);
- Learning objective to be written under the date on pieces of work that will be marked developmentally (adult or child to write);
- When ready, children will begin to underline their own date and learning objective;(WALT)
- Loose sheets need to be trimmed & glued neatly into books;
- Labelled drawing or maps in pencil;
- Children need to start to join letters correctly.

Teachers will need to write children's name, subject and class on front of books, either directly onto the cover or using a sticker.

## **Years 3 – 6**

### **Maths:**

- Children to work in pencil;
- At the beginning of a piece of work, children should underline with a ruler the previous work, unless there is  $\frac{1}{4}$  or less of a page when the child should start a fresh page;
- Children should use short date and underline it;
- Children to write Learning Objective (WALT) and underline it;

- Children should write one digit in each square and when writing vertical sums, aligned – including the decimal point in the centre of it's own square;
- Any mistakes should be crossed out with a ruler – no rubbers;
- Where calculations are necessary, it should be shown in conjunction with the answer. Any workings should be in their books and not on scrap paper;
- Units of measurement should always be included in the answer where necessary eg km, kg, miles, etc.

### **English:**

- Children to work in pencil unless they have been awarded a 'Pen Licence';
- At the beginning of a piece of work, children should underline with a ruler the previous work, unless there is  $\frac{1}{4}$  or less of a page when the child should start a fresh page;
- Children should use long date and underline it;
- Children to write WALT and underline it with a ruler;
- If appropriate, children to write title and underline it;
- In KS1, children should be using lead in strokes in their handwriting. Years 3 and 4 should be ensuring consistency in size, proportion and spacing of letters, joining by the end of Year 3. Years 5 and 6 should be developing fluency and eventually their own style based on the principles of good handwriting taught in previous years.
- Writing should start next to the margin;
- Children should leave a line between paragraphs for both handwritten or word processed work
- Numbers, letters and bullet points should all be in the margin;
- Tables and diagrams should be drawn in pencil;
- Pencil colours should be used and not felt tips in exercise books but can be used for posters and similar pieces of work.

### **All other subjects:**

As English plus:

- Topic Pages should demarcate the beginning of a new topic in science and other areas of the curriculum
- If humanities/RE/PSHE etc and English are cross-curricular, both Learning Objectives need to be written;
- Display work needs to be designed with a more artistic approach eg through the use of a special calligraphy/hand writing pens, or Word processed, etc

*In all subjects, any worksheets need to be trimmed and glued neatly into exercise books with no overhang. In addition, discretion should be used with EAL and SEN children*

### **Marking: R – Year 6**

Refer to Marking Policy.

## **Pupils' Exercise Books 2018-19**

### **NEW EXERCISE BOOKS**

- All classes will have new books issued for most subjects (see list below)
- Labels will be provided for all exercise books and folders. An adult should complete the name, subject etc in black pen
- Ensure that you have the correct exercise book for the right subject.
- Pupils are having a fresh start so please ensure that the presentation policy is being followed from the beginning and expectations are shared with pupils
- Ensure that marking policy is being followed from the beginning of the year

### **BOOKS TO BE CONTINUED**

- Art sketch books and home reading diaries should be continued and should be handed up from the next teacher

### **WHICH WORK GOES IN WHICH BOOK?**

#### **English Books**

English work that does not go with the topic eg grammar, spelling and punctuation work. Also first draft written work.

#### **Topic Books**

All topic cross curricular work. This includes comprehension or written work that is related to the topic for the half-term.

#### **Science Books**

All science work and any work that is related to the science topic.

#### **RE and PSHE Books**

All PE and PSHE work

#### **Early Years**

All children to have a new Special Book

#### **Maths**

**Y1-6** Green A4 1cm squared books

**All classes (Y1-6):** Green cardboard folders & treasury tags for loose sheets

#### **English**

**Y1** Blue A4 books – 15mm lined

**Y2** Blue A4 books – 12mm lined

**Y3-6** Yellow A4 books - 8mm lines with margin

**Y1-6** Purple Handwriting Books

**Y1-6** Yellow Spelling Books

**All classes (Y1-6):** Yellow cardboard folders & treasury tags for loose sheets X3 (General Literacy, Guided Reading)

#### **Science**

**Y1** Blue A4 book - 15mm lined

**Y2** Blue A4 book - 12mm lined

**Y3-6** Blue A4 book – 8mm lined

### **Topic Books**

Geography and History

- Y1 Red A4 book – 15mm lined
- Y2 Red A4 book – 12mm lined
- Y3-6 Red A4 book – 8mm lined

### **RE and PSHE**

- Y1 Lilac A4 book – 15mm lined/plain
- Y2 Red A4 book – 12mm lined
- Y3-4 Dark green A4 book – 8mm lined/plain
- Y5-6 Red A4 book – 8mm lined/plain

### **Art**

- Y1-6 Grey sketch books & A3 size folders made from grey sugar paper

### **Home /School Reading**

A new diary will be provided when previous one is full

### **Computing**

- Y1-6 Blue cardboard folder with treasury tags

### **Homework**

- Y1-6 Red cardboard folders with treasury tags

### **Class Big Book**

- YN-6 Scrap book

### **Tests' Folder**

- Y1-6 Orange document wallet

### **Early Morning Books, Spelling and Multiplication Tables Tests**

There are a range of different books which have been left over from previous use. Check what is available and select from those