



## Cumnor C.E School

### Presentation Policy

Agreed by Governors:

**March 2020**

V. CARR (Chair of Govs)

E. READ (Headteacher)

To be reviewed spring 2023

#### Overview

At Cumnor School we encourage children to take pride in the quality of their work and to share our high expectations of its presentation. We aim to ensure work throughout the school is presented well, written neatly and set out thoughtfully. Staff should adhere to the policy to ensure consistency, taking into account the age and ability of children where necessary.

#### English – FS

- All adults will know the WALT (We Are Learning To) or WILF (What I'm Looking For) and explain this to the children at the start of the activity
- The focus in Reception is on exploring letter shapes and formation and therefore the positioning of letters on a page is less important.

#### English - KS1

- Work should be dated and WALT written out. A shortened version of the WALT may be used.
- Children should be encouraged to write the date and titles themselves, although where necessary teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.
- Children should be encouraged to write from the left hand edge of the page, or margin.
- Children will usually write in pencil until they demonstrate sufficient ability to write fluently and legibly, at which point they can use a handwriting pen as supplied by the school. It is expected that by the end of Year 2 all children will be using a pen.
- If a mistake is made, children should be encouraged to cross it out with one line through it and not scribble it out.

#### English – KS2

- All work should have the date and a title/focus which should be underlined with a ruler.
- Handwriting pens should be provided by the school, although children are allowed to use their own pen from home (blue ink).
- Biro or gel pens are disallowed.
- Children should write from the left hand margin.
- If a mistake is made, children should be encouraged to cross it out with one line through it and not scribble it out.

#### Mathematics – FS

- The focus in Reception is on exploring number shape and formation and therefore the positioning of numbers on a page is less important.

#### Mathematics – KS1

- Pencil should usually be used for Mathematics work.
- Work should be dated and WALT written out.
- Children should be encouraged to write the date and titles themselves, though where necessary teachers may do this or use other methods such as date stamps or sticky labels with titles printed on.
- Children should be encouraged to write from the left hand edge of the page, or margin.
- Children should be taught how to record one digit (not number) in a box in the case of squared paper.

### **Mathematics KS2**

- All work should have the date and a title/focus which should be underlined with a ruler.
- Pencil should always be used for Mathematics work
- Children should still be taught how to record one digit (not number) in a box in the case of squared paper
- Children should rule on the left hand side of the page.
- When investigations or problem-solving require jottings or ‘trial and error’ attempts, children must be encouraged to show their thoughts and workings clearly; not just the final answer.
- Graphs, lines and diagrams should always be drawn in pencil but may be labelled with pencil or pen.

### **Other Subjects – KS1 and 2**

- The guidelines for English also apply to other subjects where written work is produced

### **Books**

- Children should be expected to keep their books well presented, and to take care of them
- Children should not ‘doodle’ on the front cover, or indeed on pages inside their books.
- Books which are not kept presented in accordance with policy may be brought to attention of parents.
- Any sheets that are to be stuck into exercise books should be done so ensuring that no excess paper is protruding from the book.
- As well as their normal blue writing pen, children from Year 2 upwards are given a purple pen with which to edit and mark their own work.

### **Outcomes**

Children will take pride in their work and be able to communicate their learning clearly. They will have high expectations and an organised and well presented record of their learning through written work.