

Presentation Policy

At St. Andrew's School, we believe that neat, careful and thoughtful presentation of work raises standards, as pupils take pride in and have a sense of ownership of their work. The presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work, themselves and their environment. How work is presented will depend on the age of the child, the learning purpose and the audience.

The aim for all children is to take pride in their work and celebrate their achievements by:

- Adopting a consistent approach to presentation across the school with progression in our expectations as children move up through the school.
- Motivating children to have high expectations of themselves and their work.
- Clear and thoughtful presentation helps children to organise their thinking and their learning, supporting children to remember and recall what they have learned

To ensure consistency towards the presentation of work across the school, staff should focus on the following guidelines.

Maths

- Short date and learning objective underlined (left hand side of page)
- Maths work is written in pencil
- Mistakes to be crossed out with a single line
- Page folded in half (according to the task)
- 1 digit 1 square
- Follow calculation layout in calculation policy
- Writing to go across the squares (not 1 letter 1 square)
- Children to follow the handwriting policy

English and Other Subject Areas

- Long date and learning objective underlined (left hand side of page)
- Pens to be used from Year 4 upwards
- Mistakes to be crossed out with a single line
- Numbers inside the margin
- Children to follow the handwriting policy

Short Learning Objective and date to be written from Y3 onwards

Short Learning Objective and date printed for YR-Y2 (Y2 to write in the summer term)

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Additional Details

- Each book to be labelled with child's full name, class and subject
- Additional books to be numbered
- No felt tip pens to be used in books
- Green pens used for corrections and editing (KS2 onwards)
- Completed work to be underlined and children to continue from the last piece of work, rather than a new page
- Work completed on separate sheets to be trimmed and glued in carefully to ensure that the edges of the books are neat
- Children are not to doodle on the front of their book or anywhere in their book

Reviewed: Autumn 2022

Approved by: Curriculum Committee

Next Review Due: Autumn 2024

Monitored by: Senior Leadership Team