

Comberton Primary School Pride and Presentation Policy



At Comberton Primary School, we believe that neat, consistent presentation of work is a key skill that we want to encourage our children to develop. In addition, we want children to:

- demonstrate high expectations and take pride in their work;
- present work in a manner appropriate to the subject, the purpose and the audience for which it is intended;
- be taught presentation skills in a planned way, with continuity across the whole school;

Outcomes

1. Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
2. There is consistency across the school in terms of the standard of presentation expected.

Objectives for pupils

1. To motivate each individual to present their work in the best possible way.
2. To enable children to recognise work that is presented to a high standard.
3. To ensure each child knows the standard of presentation that is expected of them.

Objectives for teachers

1. To create a clear and consistent set of guidelines for the standards of presentation across the school.
2. To provide a baseline for judging acceptable standards of presentation.

Expectations

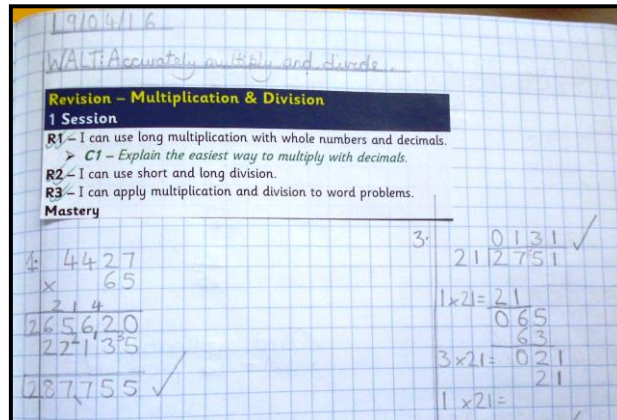
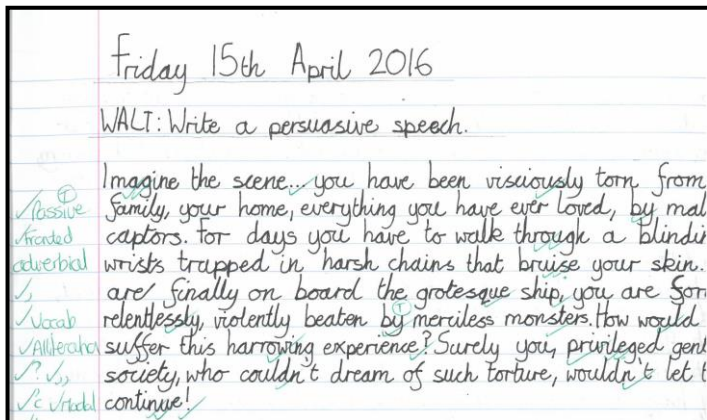
- Pencils should be sharpened and of a reasonable length.
- Pencils should be used in all Maths books and in draft work if appropriate.
- Pencils should be used for written work until the point where the teacher judges the child's handwriting to be sufficiently neat and fluent that a pen may be used (*Pens must be fibre tip*). No ballpoint, biros or felt pens should be used unless responding to feedback or editing work.
- Margins in books should be drawn in pencil if required.
- Felt pens should not be used in exercise books for underlining or illustrations.
- **When sticking work/WALTS/headings in books ensure they are straight, at the appropriate place on the page and cut to an accurate size - No paper should overhang outside the book.**
- Adults are the most importable role model for presentation and high expectations. Use the resources available e.g. on the IWB – lines, grids to model good practice.
- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible (joined where appropriate), consistently formed and neat.
- Written feedback should be well presented, joined and written on provided lines.
- Children should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils (maintained and in a good condition).
- On the front of a child's book the name, subject and class should be written, in pen, on the guidelines provided and aligned to the left.
- Children should not doodle, scribble or draw patterns in any books.
- Pride stickers will be used to reward pupils demonstrating care and well-presented work.

Layout in English, Science and Topic work

- The full date is written on the top line on the left (against the margin); letters are of normal size (no over-size large letters used) and pupils must capitalise for days of the week and months of the year.
- In KS2, the date must be underlined using a ruler – do not underline the whole line across the page.
- A line is missed and then the WALT is written on the next line on the left (against the margin).
- In KS2, the WALT must be underlined using a ruler – do not underline the whole line across the page.
- A line is missed and then written work is recorded.
- Children must be encouraged to start against the margin on each line and write to the end of the line.
- If they make a mistake, draw one neat line through the mistake.
- If dated worksheets/WALTs are used, then the full date must be printed.
- A new paragraph is identified by missing a line.

Layout in Mathematics

- A margin, drawn with a ruler, must be drawn on the left hand side of each page.
- The number date is written on the top line on the left (against the margin).
- In KS2, the date must be underlined using a ruler – do not underline the whole line across the page.
- A line is missed and then the WALT is written on the next line on the left (against the margin).
- In KS2, the WALT must be underlined using a ruler – do not underline the whole line across the page.
- If completing work on a previously used page, the previous piece of work should be ruled off with a ruler.
- **All numbers must be written neatly and clearly with one number to each square.**
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures.



Expectations for Handwriting – refer to our handwriting policy

- Good handwriting should always be encouraged and Schofield and Sims is the agreed scheme for teaching handwriting.
- Children should always be encouraged to write on the lines provided, in a consistent style.
- Over-size letters are not accepted.
- Bubbles in place of full stops or dots above the letter 'i' are not acceptable.
- Coloured in letters are not accepted.

Monitoring of Presentation Policy

The leadership team will monitor the application and consistency of this policy via: pupils' work being brought to them for recognition; book trawls by staff, including subject leaders; and learning walks.

Headteacher

Chair of Raising Standards Committee

Agreed at Raising Standards Committee meeting on