

**Brandesburton Primary School
PRESENTATION POLICY**



Aim

- To raise standards of presentation and encourage a consistent, whole school approach to presentation

Handwriting

- Handwriting is linked to spelling practice using Curriculum 2014 and individual, group or class spelling focuses.
- The class teacher will model appropriate handwriting.
- KS2 children write with a black handwriting pen
- Teaching of basic joined handwriting begins in Foundation Stage 2.
- The need for a clear and legible style will be reinforced by all teaching staff.
- Examples of good handwriting are displayed in all classrooms.
- Children may be given targets to focus on handwriting and presentation.
- Poor presentation is challenged by the class teacher and may lead to a piece of work being redone or corrected appropriately.

Page Layout

- Dates and titles will be written in full from year 2 (as appropriate) and underlined, except in maths when the short dates will be written.
- A line missed will demark a new paragraph
- From Y3 a pencil margin will be drawn if not already in place
- Work will be ruled off after completion, missing a line
- A new page will only be begun if a few lines are left at the bottom of the page
- Line guides matching line sizes of books will be used as appropriate

Maths

- Pencils will be used in maths work.
- When squared paper is used, one square will be used for each digit.
- Rulers will be used for all line drawing.

Corrections

- Incorrect words/phrases to be crossed out with one straight line
- Work is corrected according to the marking policy.

Books / Folders

- Front covers will include child's name, year group and subject

Mounting Work

- Displayed work will be mounted neatly and clearly and contribute to developing high standards of presentation in all areas of the school and curriculum.

To be reviewed 2018