



# NORTHSIDE Primary School

## Presentation Policy

Last review: July 2021

Ratified:

Review: September 2022

### Rationale

We believe in high expectations and taking pride in all that we do and as such work should be presented in a consistent manner across the school.

### Key Principles

- To create a clear and consistent set of guidelines for the presentation of pupil's learning.

### Northside Values

#### RESPECT

Children are taught to be responsible and care about the presentation of their work

#### PRIDE

Children's books reflect the pride they have in their work. High quality displays and learning environments celebrate pupils' successes and continued progress throughout the academic year

#### INCLUSION

Children are given support to present their work to the highest standard

#### CHALLENGE

Children challenge themselves to produce work of a very high standard for their Best Books.

#### CREATIVITY

Best Books and displays allow children to present their work in a personalised way

#### RESILIENCE

Children work hard to present work to the highest standard in their Best Books and for displays.

### In Practice

Expectations for Teaching Staff

All adults are important role models to the pupils for presentation and high expectations.

As such;

- all handwriting which is on display for the pupils e.g. on the interactive whiteboard, books, flip charts, display should be joined, legible, consistently formed and neat.
- work/labels/headings in books must be straight and cut to size.

Expectations for Pupils

Use of pencils and pens

- Pencils should be used in all Maths books and for drawings in other subjects.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.
- Pens must be fibre tip. No ballpoint, biros or felt pens should be used.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Expectations for Layout

KS1

- The date and learning objective will be stuck in books. In the Summer term of Year 2, the expectation is that pupils will begin to write the date and learning objective.
- Handwriting should always be on the line.

## KS2

- The date is written in full in all books apart from Maths books where it is written numerically, e.g. Monday 6th January 2020
- The date and learning objective must be underlined with a single line using a ruler, in Year 5 and 6 the pupils will underline with a red pen.
- Handwriting should be joined using the school's cursive font and always be on the line.
- When creating a long writing piece pupils should leave a line after each line to allow for editing and improving.

## KS1 and KS2

- Miss a line under the date and the learning objective and start at the margin.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line. Do not leave a blank page.
- To indicate new paragraphs, pupils should move onto the next line and begin writing after an indent.
- If a mistake is made, a pencil line should be drawn through the mistake with a ruler.

## Mathematics

- All digits should be written using the school's policy.
- All figures must be written neatly and clearly with one digit to each square.
- Each calculation must be clearly numbered with the number in the margin. There should be at least one clear square between each calculation, both horizontally and vertically.
- When using vertical/column layout, the answer should have ruler lines above and below an answer with the operation sign to the left in a separate column.
- Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.

