

Brunshaw Primary School



'Inspiring children to be resilient and aspirational learners, within a positive and considerate community.'

Presentation Policy

May 2026

Agreed by Governors: 21st May 2026

Philosophy and purpose

At Brunshaw Primary School we believe it is important that children:

- Take pride in their work
- Present work in a manner appropriate to the subject, the purpose, and the audience for which it is intended
- Are taught presentation skills in a planned way, with progression and continuity across all three phases of Primary education
- Have high quality materials appropriate to age and need
- Are encouraged to appreciate their materials and look after them
- Are made aware of the expectations which should be appropriate to age and ability
- Are positively encouraged to consistently achieve the standards set and be rewarded for their effort

Guidelines

The following list sets out clear guidelines on expected presentation of work.

Staff will:

- Teach children the skills required for presenting work including handwriting
- Encourage children to take pride in their work
- Remind children regularly of expected standards
- Use the guidance flexibly for children with SEND
- Acknowledge and reward children's efforts
- Model high standards of presentation in marking, the creation of resources and classroom display

Exercise Books

EYFS - Plain Paper, Scrapbooks, wide lined writing books

Y1/2 – 1cm squares A4 for maths, 10mm A4 lined for all other subjects.

Y3-6 – 1cm square A4 books for Maths jotting, 8mm A4 lined for all other subjects

Front of Books

A sticker will be used to label every book showing the child's name and class. Subject titles are printed on book covers. Subsequent books in English will be numbered.

Cover Sheets

All units of work in English and non-core subjects will begin with a cover sheet that details Key Learning Statements (English) or Learning Questions (non-core) and key vocabulary for the unit.

Writing Utensils

Pencil is used throughout school for Maths and until the end of Year 4 for all other work.

In Spring term of Year Five, children begin to use a black biro in handwriting lessons.

In Year Six, children will select the most appropriate writing tool.

Setting out work

All work will have the short numerical date at the top in the format DD.MM.YYYY
This will be underlined.

Presentation of Work

Children are encouraged to present all work to a high standard. All lines are drawn with a ruler. Children should not write in the margins or below the bottom line. In Maths, one digit should be written in each box for calculations.

Mistakes/editing

Mistakes should be crossed out with single line drawn with a ruler whether writing in pen or pencil. Use of erasers is discouraged and should be limited to diagrams and drawings where crossing out is not possible. Blue pen is used throughout for pupil editing.

Worksheets (when used)

Cut to size to stick in books

May 2026
Review date: May 2028