

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

Presentation Policy

May 2024

Agreed by Governors: May 2024

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 grid 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

May 2024
Review date: May 2026

	Writing Utensils	Exercise book	Worksheets	Setting out of Dates/Title/LO	Front of book	Presentation	Mistakes/Editing	Handwriting
Reception	Wide variety of media, pencils and crayons	Plain paper Lined writing book Large scrap books	Cut to size to fit in books. Date and focus added	New page for each piece of work	• Name • Class Printed label – (appropriate) Letter join font Subsequent books numbered	Pre Printed stickers for title and date		Precursive print – agreed letters taught in Reception class. (Letter join print plus)
Year One	Pencil	10mm A4 lined for all subjects. 1cm squares A4 for maths	Cut to size to fit in books. Date and L.O added	Progress towards children writing date independently by end of Summer Term. New page for each piece of work		All lines drawn with a ruler. No writing below bottom line or in margin. One digit per square	Mistakes crossed out with a single line Erasers used at teacher’s discretion Self-editing- blue pen if appropriate	Precursive print – agreed letters taught in Reception class and Year 1 (Letter join print plus)
Year Two		10mm A4 lined for all subjects. 1cm squares A4 for maths		LO on stickers at start of year. Move towards independence DUMTUMS (Date, Underline, Miss a line, Title, Underline, Miss a line, Start) Date on left New page for each piece of work Long date in English and Topic			Mistakes crossed out with a single line Erasers used at teacher’s discretion Self-editing with blue pen	Transition to cursive
Year Three		8mm feint lined A4 10mm Squares A4	If <u>used</u> - Cut to size to fit in books. Date and L.O added	DUMTUMS (Date, Underline, Miss a line, Title, Underline, Miss a line, Start) Date on left New page for each piece of work Long date in English and Topic			Mistakes crossed out with single line No erasers for writing/ calculations (may be used for diagrams etc.) Self-editing with blue-pen	Cursive joined
Year Four								
Year Five								
Year Six	Pencil When ready for pen - Black biro ink only (Not Maths)							