

Lady Katherine Leveson  
Church of England Primary School



Presentation Policy

*Responsibility of: All staff*

*Evaluation: Every Three Years, through  
Curriculum committee*

*Lady Katherine Leveson Church of England Primary School*  
*Policy for Presentation*

Lady Katherine Leveson Primary School expects our children to produce work that is their best standard; to give their very best to each piece of work and to follow the presentation expectations clearly outlined at the beginning of every year. We believe that good learners present their work well and that enjoyment of learning is shown through best presentation. This policy was written in conjunction with Children, Parents/Carers and Governors in January 2008.

*Executive Summary*

*Purpose:*

- To ensure that all children know how to present work clearly
- To ensure that children know that their best is expected of them at all times
- To teach children to be good learners, by presenting their work with pride

*Rationale:*

Clear presentation is an essential tool for effective communication and a useful life skill.

*Key Principles:* Lady Katherine Leveson C of E Primary School's Presentation Policy should:

- Enable every child to produce well-presented work
- Allow children to develop presentation skills and make progress
- Give every child the opportunity to succeed, regardless of fine motor skills and pencil control

*Actions / Aims:*

- Ensure that children are presenting work clearly and carefully
- Award children who demonstrate good presentation skills (not simply handwriting) to be presented with a Handwriting pen
- Develop skills for life-long learning and independence

*Monitoring and Evaluation:*

The efficacy of the Presentation policy will be reported to the Governing Body through the Curriculum Committee. It was ratified at the Full Board of Governors in June 2008, having been trialled from January 2008.

*June 2008*

### *Introduction:*

This document is a statement of the aims, principles and strategies for Presentation at Lady Katherine Leveson Primary School. It was developed through consultation with children, parents, staff and governors in December 2007 and January 2008 and approved by the Governing Body on. This policy is reviewed every three years.

### Presentation Policy:

#### Writing Implements:

- Pencils until Y3, then pen award: Berol Handwriting Pen. Award in Y5 and Y6 – Lady K Foundation Pen. Show licence card to buy a pen.
- Underlining with ruler and pencil

#### Dates / Titles/ Margins:

- Short date for Maths and Science
- Long date for English.
- Y1 – by the end of the year doing day and month.
- WALT written and underlined.
- Date on top left next to the margin.
- Leave a line and then put the WALT.
- Books: Margins – always in create a margin in plain books.
- Worksheet – date always on left and name on left.

#### Maths:

- Jottings column on right – 5 squares
- Margin on left – 2 squares
- 1 digit per square.
- No rubbers

#### Drawing:

- Drawing in pencil.
- All lines done with a ruler, unless doing a piece of artwork.

#### Writing:

- Editing on the different line with the same pen etc.
- No rubbers
- From: Y2 Double spacing all the time, unless a final piece for display etc.

#### Mistakes:

- One line through with a ruler and a pencil.
- Adding a word, use a ^ sign and put it on top

Banned:

- Colouring in titles etc, drawing little scribbles. No doodling.

Rulers:

- Children to use rulers from Y1. Y1 may use shorter rulers that are easier to control.

Books Used:

Science, Maths, English Books – skills - and Theme Books – which is everything else, then using and applying from Science, Maths and English. Art sketch books.

*Consequences of not following the policy:*

- If children do not do work to this policy, then to be kept in at breaktime and made to repeat it. Children who are staying in sit in the classroom of the teacher who is on Time Out duty.
- Children to be sent to HT if they doodle and teacher to write 'do not do this' next to it.

*Related documents:*

*Marking and Feedback Policy*

*Discipline for Learning Policy*

January 2008

Appendix:

Example Page of a piece of Literacy, Numeracy and Science following our Presentation Policy:

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