

Seghill First School Presentation Policy

1. Aims

- To establish high expectations of children's work.
- To create a clear and consistent set of guidelines for the presentation of children's learning.

2. Objectives

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

3. Expectations for staff

- Staff are the most important role models for presentation and high expectations. Staff should use all the resources available to you such as lines on the IWB to model good practice.
- All handwriting which is on display for the children – on the IWB, books, flip charts, display etc – should be legible, consistently formed and neat in line with the school's agreed Handwriting Policy.
- All handwriting by staff should be done using the agreed Nelson handwriting style. Staff should use the joined Nelson handwriting style when the majority of children in the class are using the joined Nelson handwriting style.
- The date will be displayed in all classrooms every day in both word and numerical format.

4. Expectations for pens and pencils

- Pencil should be used for all maths work.
- 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 in the Nelson handwriting style.

5. Expectations for handwriting

- The Nelson scheme is the agreed scheme for teaching handwriting.
- Nelson font is the preferred style for all worksheets and handouts. Joined Nelson handwriting style should be used when the majority of children in the class are using the joined Nelson handwriting style.
- Handwriting is taught for at least 15 minutes per week and as an integral part of spelling and phonics lessons.

6. Expectations for layout in written work

- The date is written at the top of each piece of work on the left.
- The title, which may be linked to the learning objective, is written on the line below the title.
- The date and title must be underlined using a ruler.
- Miss a line under the title and start next to 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. Don't leave a blank page.
- If you make a mistake, draw one neat line through the mistake and start again. Do not over-write.
- Write on the line.

7. Expectations for layout in Mathematics

- Please refer to section 6 as expectation for layout in maths are the same as expectations as for layout in written work.
- Pencil should be used for all maths work.
- All digits must be written neatly and clearly with one digit in each square.
- Each calculation must be clearly numbered to distinguish it from working figures.
- All lines must be drawn with a ruler.

8. Classroom organisation and resources

- Children should have easy access to the appropriate equipment: rulers, pens, pencils, sharpeners, drywipe boards, drywipe pens, rubbers and colouring pencils.

9. Outcomes of Presentation Policy

- Children of all abilities are able to present their work to the highest possible standard, increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation.
- Progression in presenting work between each class is evident and understood by all children and adults.

10. Monitoring of Presentation Policy

- Regular work scrutiny by staff will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective learning and teaching.

Presentation Guide in Nursery
I will stick my title sticker at the top of my page in the middle.
I will use a pen for my work.
I will try to write on the lines.
I will put a line through a mistake.
I will start my writing at the left of the page.

Presentation Guide in Reception

I will stick my title sticker at the top of my page in the middle.

I will use a writing pencil for my work.

I will try to write on the lines.

I will put a line through a mistake.

I will start my writing at the left of the page.

When I am doing my maths work I will-

hold my book with the hand I am not writing with.



use nip, flip, grip to hold my pencil.



underline the date and title using a ruler.

05 September 2017
Find my total

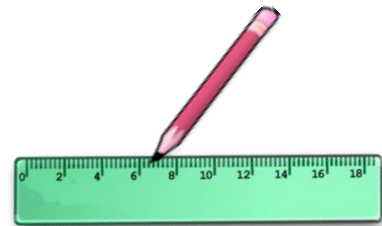
write one digit or symbol in each box.

£	1	.	4	3
1	6	c	m	
2	5	0	m	l

number my work and leave a square before I start writing.

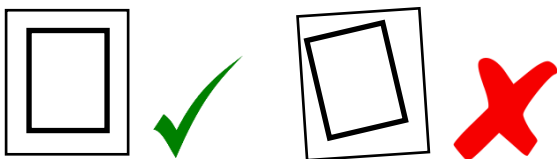
1)		3	7	
2)		4	9	
3)		1	8	

use a ruler and pencil to draw lines.



stick my work in straight.

cross out a mistake with one straight line.



~~22cm~~ 32cm

When I am writing I will-

hold my book with the hand I am not writing with.



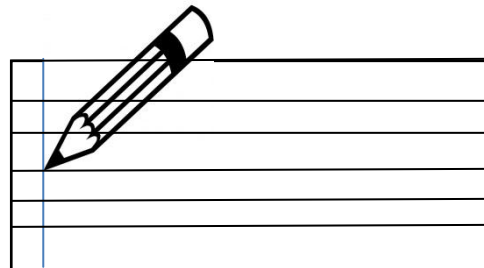
use nip, flip, grip to hold my pencil and pen.



underline the date and title using a ruler.

05 September 2017
My first day at school

start writing next to the margin.



form all letters correctly and use the joins I have been taught.

read my work carefully and check for errors before I hand it in.

abcdefghijklmnopqrstuvwxyz



stick my work in straight.

correct and improve my work using purple pen.

