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**Presentation expectations and guidance at CTPS**

**Aims**

* To establish high expectations and pride in everything we do – both of ourselves and of the pupils.
* To create a clear and consistent set of guidelines for the presentation of pupils’ learning.

**Objectives**

* To motivate each individual to present their work in the best possible way.
* To enable pupils to recognise work that is presented to a high standard.
* To ensure each child knows the standard of presentation that is expected of them.

**For Teachers**

* To create consistency in standards of presentation across the school.
* To provide a baseline for judging acceptable standards of presentation.

**Expectations for Teaching Staff including teaching assistants**

* Remember – you are the most important role model for presentation and high expectations! Use the resources available to you, e.g. on the whiteboard – lines and grids to model good practice.
* All handwriting which is on display for the pupils – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed, neat and follow the school handwriting policy. Modelled writing examples should be just that, a model of what is expected.
* All pupils’ work must be marked using neat legible handwriting.
* When sticking work/labels/headings in books ensure they are straight and cut to size.
* Please consider figure-ground perception when choosing a colour to write in for children to refer to. If a child has difficulty

**Expectations for Pupils**

*Use of pencils and pens*

* Pencils should be used in all Maths books and in draft work if appropriate.
* Margins in books and on paper should be drawn in pencil if required.
* Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the pupil’s handwriting to be sufficiently neat and fluent.
* Pens must be fibre tip. No ballpoint, biros or felt pens should be used.

**Expectations for Handwriting**

* The Teach children scheme is the agreed scheme for teaching handwriting.
* Use the right size letters when you need to – capital letters at the start of sentences and for proper nouns.
* Handwriting is taught for at least 30 minutes per week and as an integral part of spelling and phonics lessons.

**Expectations for Layout:**

* The date is written in words at the top of the page on the left hand side and underlined using a ruler.
* The full date for all subjects is written with the exception of mathematics. If there are pupils with SEND needs then the adult models this in the child’s book.
* After the date a line is missed out before writing the title & ILO which are also underlined using a ruler.
* 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.
* Miss a line under the title and start at the margin.
* If you make a mistake, draw one neat line through the mistake and start again – do not over-write. ALWAYS USE A RULER TO DRAW LINES

**Layout in Mathematics**

* The previous piece of work should be ruled off.
* The date and the objective should be underlined for each new piece of work.
* All figures must be written neatly and clearly with one figure to each square
* Each calculation and subsequent answer must be clearly numbered but also distinguishable from workings out/notes. If it helps children to work out without having to consider presentation then it is your responsibility to provide working out books for these children.

**Classroom Organisation and Resources**

* Pupils should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils. Work surfaces should not have anything other than children’s work or tidy resources to enhance learning.
* The teacher’s desk should be tidy and provide an example to the pupils of no clutter.
* Any sinks should clear and without cutlery or other adult paraphernalia.
* In EYFS & KS1 paint pots etc. should be cleaned and put away not left in the sink

**Outcomes of Presentation Policy**

* Pupils 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 expected.
* Progression in presenting work between each class is evident and understood by all pupils and adults.

**Monitoring of Presentation Policy**

* Outstanding work examples presented to the Headteacher who will monitor via the awarding of Headteacher’s stickers for exemplary work. Examples to then be shared with parents by photocopying and sending home.
* Regular work scrutiny by staff, including subject co-ordinators will ensure the policy is being adhered to.
* This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

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| Presentation guide for EYFS |
| I will start new work on the next clean page. |
| I will use pencil for my work. |
| I will keep the front of my book clean and tidy. |

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| Presentation guide for KS1 |
| I will write the date on the left hand side at the top of my work. |
| I will write the title in the middle of the page. |
| I will use a ruler at all times to underline titles and dates. |
| I will not leave blank pages in my book. When I start a new piece of work I will start on the next new page. |
| If I make a mistake I will put one neat line through it. |
| I will write on the lines in my book and start on the left hand side. |
| I will use pencil in my books. |
| I will keep my book neat and tidy. |

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| **Presentation Guide KS2** |
| I will write the date on the left hand side at the top of my work. |
| I will leave a line then write the title centrally on the next line. |
| I will underline the date and the title using a ruler at all times. |
| I will not leave blank pages in my book. When I start a new piece of work I will draw a line in pencil after the last piece of work. |
| If I make a mistake I will put **one** neat line through it. |
| I will write on the lines in my book next to the margin. |
| I will use a pencil in my maths books. |
| I can use a handwriting pen in my writing books when my teacher tells me that I can. |
| I will keep my book neat and tidy. |