

St Veronica's RC Primary School



Not just a school; a family.

Presentation Policy

The Mission Statement of St Veronica's RC Primary School

Secure in the love of Jesus, we

Try to do our best.

Valuing all God's family, we recognise that

Each one of us is special.

Respecting everything God has made, we use

Opportunities to explore and learn.

Never overlooking the needs of others, we

Include everyone, helped by our

Caring, friendly, Catholic community.

Always forgiving, we

Share and celebrate the life of Jesus

Presentation Policy

It is important that pupils take pride in their work. Good presentation contributes towards a sense of achievement and self-respect.

The following guidelines need to be followed so that presentation is consistent throughout the school:

1. The front of exercise books should be clearly labelled by an adult, preferably using a School logo sticker.
2. Each piece of work should have a date and a learning objective from the left hand side across the page from the margin. In maths, the date should be written in numbers e.g. 10/02/12 at the top left hand side of the page after the margin. Date and learning objectives should be underlined in pencil. In Key Stage 1 learning objectives could be in the form of a sticker but children should be encouraged to write the date independently.
3. A line should be left under the date and objective before the work is begun. The strategy of DUMTUMS (Date, Underline, Miss a line, Title (LO), underline, miss a line and start. should be used with the children.
4. In KS2, Maths books (and any other books that do not have a margin) must have a margin drawn in – 3 squares wide in maths books.
5. All questions should be numbered and numbers written in the margin.
6. The margin may be used by the teacher for simple comments or identifying incorrect spellings.
7. Children should begin using pen in all books, when the teacher judges the handwriting to be of a high enough level (for most children this will be when writing is joined correctly). Maths work should be completed in pencil.
8. Children should use a green pen when editing, improving their work and annotating according to feedback.
9. Drawings and diagrams should be done in pencil.
10. In maths, one square should be used for one digit or decimal places. Teachers should also use their professional judgement. Fractions will be set out vertically over 2 lines and mixed number fractions the whole number will go across 2 lines.
11. If colours are needed in exercise books, coloured pencils should be used.

12. Before starting the next piece of work, children should rule off. Children should start a new page if there are less than three lines left
13. The children should correct any mistakes made in ink by putting a line neatly through a word and the correction written above, or next to it. Pencil mistakes should be neatly rubbed out.
14. In A4 maths books, children should work down the page.
15. Children should be taught the correct marking scheme and ensure that appropriate constructive comments are used when reporting back to the teacher. When children are peer marking presentation should be of a high quality.
16. These standards of presentation should be consistent across every book. The SLT will do spot checks on presentation throughout the year and feedback to individual staff will be given.
17. Comments from teachers should be neat and well-presented modelling the appropriate standards for the children.
18. Children must not doodle on or deface their books.
19. Pens can be issued to those children who are consistently using joined handwriting and whose work is presented to a high standard.