Ivingswood Academy

Presentation Policy

Autumn 2024

This policy was approved by the Local Advisory Committee – Autumn 2024

Next review Date: Autumn 2027

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

For Pupils:
To motivate each pupil to present their work to the highest standard and the best of their ability.
To ensure each pupil knows the standard of presentation that is expected of them.
To provide pupils with examples to which to aspire.

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

Expectations for Pupils:
The following are everyday routines:

- Each piece of learning should have a learning objective or learning question strip stuck into books. This should include the date.
- If pupils are writing their own date and/or learning objective, this should be written clearly and underlined.
- All underlining should be done with a ruler and a pencil.
- Mistakes should be crossed out carefully with one single line drawn with pencil and ruler. There should be no scribbling
- Pupils learn to use handwriting pens in lower Key Stage 2. When they are proficient workers, they will be granted a "pen licence" and they will progress to pen in all written work. Should handwriting or presentation fall, the licence may be revoked at any time.
- Pens must be fibre tip or rollerball. No ballpoint, biros or felt pens should be used. Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Mathematics Presentation

- Pupils should use pencils for maths work
- In maths books, the short date is to be written on the right-hand side of the page alongside the LO. Both should be underlined. It may be appropriate for the teacher or learning support assistant to write these in the pupils' books.
- All figures, including all mathematical signs and symbols, must be written neatly and clearly with one figure to each square.
- Each calculation must be clearly numbered to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically. When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
- Calculations which involve 'exchanging' should see the relevant digit written smaller than usual beneath the bottom line.

Handwriting Expectations

See the Handwriting Policy for more detailed requirements.

- Good examples of handwriting from the pupils will be displayed in the classroom as a reference for others. These good examples can be drawn from the end of Key Stage National Test marking guidance if necessary.

Expectations for Teachers

Remember – you are the most importable role model for presentation and high expectations!

- Use the resources available to you, e.g. on the IWB – lines, grids, to model good practice.
- All handwriting which is on display for pupils – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed and neat.
- All pupils' work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are cut to size.
- If a pupil is away, please ensure that their book is marked with 'absent' and write the short date.
- Resources for pupils should be clearly labelled and accessible for all pupils.