



# Presentation Policy

Tibshelf Schools Federation

[Version 1.1]

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At Tibshelf Schools Federation, we believe it is important to instil a sense of pride in the children, which in turn should be reflected in the presentation of their work. We believe that by setting the children high expectations it will encourage them to work towards self-improvement and reach their potential in standards of achievement.

At Tibshelf Schools Federation, we also believe that all children's work should be marked to inform children of their achievements as well as providing them with targets to facilitate their future progress.

### **We aim to:**

- Always make children aware of the focus aspect of each piece of work, ensuring that marking comments and feedback relate to this focus, which will be derived from the key objectives of the lesson.
- Set high standards of expectation from the children in the presentation of their work.
- Instil in the children a sense of pride in their work by making explicit, acceptable standards of presentation in their work.
- Help children to realise that presentation is not more important than the content of their work, but that it is an important aspect of their work.
- Offer the children through both oral and written comments, a caring, supportive atmosphere within which they can be guided to improving their presentation and reach their full potential.
- Provide children with constructive written or verbal feedback through the marking of their work.
- Set individual targets in relation to each child's ability.
- Embed the principles of Assessment for Learning throughout the curriculum.

In order to have progression and continuity in the presentation of work it is essential there is a mutually developed policy. Therefore, the following guidelines have been compiled in order to support the children in the presentation of their work at our school.

### **General Guidelines:**

#### **KS1**

- During their reception year the children will be taught to write their full names, date, month and title with increasing independence.

- During Y1 the children will be taught to put the date, month and title on their work and encouraged to underline this.
- During Y2 the children will be expected to place the date, month and title and underline work. Pupils should start a new piece of work a few lines after their last piece of work, unless they are already near the bottom of the page, in which case they should start a new page.
- From KS2, all work is dated and aim written. This is underlined in pencil, with a straight line using a ruler.
- All work [except for work in books] should have the child's name on it.
- Photocopied sheets are trimmed by the teacher before being stuck neatly into books.
- Children will use green pen when editing their work
- Children are not allowed to doodle on their book covers and names and subject should be written on neatly in school hand-writing style or through using typed labels.
- Teachers will mark in purple pen

### **Rulers**

- Reception children don't use rulers for presentation.
- Y1 and Y2 children are encouraged, where necessary, to underline dates and titles neatly.
- Rulers are used by KS2 children to underline their work or in any subject that requires the use of straight lines.