



## Presentation Policy

Date Policy Adopted: March 18

	Date of Next Review	Signed
Headteacher/SLT	March 19	
Governors	Curriculum and Standards	

## **Broseley Presentation policy**

Rationale: A consistently high standard of presentation and handwriting is promoted across the whole school which all children and staff recognise, understand and follow. For children and teachers this aims to foster a sense of pride and respect in their work. Self-esteem is raised when children are able to communicate meaning accurately.

### **Presentation across the school:**

- All books are named with the school labels and logo. Names are typed on the front of books.
- Every piece of work is dated (long date in all subjects except Maths).
- All work has a Learning intention. (FS and KS1 are typed and stuck into books).
- All drawings and diagrams are in pencil.
- Pencil crayons, not felt pens, are used in exercise books.
- Coloured pens are used for specific reasons by children e.g. self –correcting, editing or peer assessment.
- One single line is used to cross out mistakes or edit writing.
- Books are well kept with no writing or doodling on the outside or inside of covers.
- The standard of presentation should be a high standard across all books regardless of subject.
  - Poor presentation is challenged through verbal feedback and marking.
  - Tippex and correction pens are not to be used by children.

### **Handwriting across the school:**

- Children use a continuous cursive handwriting style.
- They are encouraged to maintain a correct posture and pencil grip.

- Handwriting is discretely taught daily in the Foundation Stage and in Y1 and frequently from Y2 upwards.
- Additional handwriting sessions are given to those children whose letter formation, joining or speed require improvement.
- Children write in pencil until the teacher decides the handwriting is at a good enough standard to be given a pen.

### Celebration and Motivation:

All staff ensure that presentation and handwriting is promoted by:

- Celebrating work of a high standard, including homework, in whole class situations.
- Ensuring good presentation and handwriting is rewarded (Show Headteacher or other teachers).
- Displaying written work.
- Using joined, legible and consistently formed handwriting on boards, in books, on flip charts and displays.
- Providing modelled examples and reviewing expectations with children.

### Monitoring:

- Presentation is monitored by the Senior Leadership Team on a regular basis through work scrutiny and in lesson observations. Feedback will be shared with the class teacher and at Leadership meetings. This will ensure that the policy leads to good practice.