

Skelton Primary School
Policy for Presentation

Aim

The aim of this policy is to have a whole school approach towards the presentation of written work.

Purpose

- For pupils to understand and appreciate the importance of producing work which is good in content and which is well presented and neat.
- For pupils to develop a pride in the content and presentation of their work.

Whole school expectations concerning presentation of work will be shared with the class at the beginning of the year. These expectations will be regularly reinforced by all staff. Although children are encouraged to produce work which is neat and well presented, this should not be at the cost of thinking, quality content and independent learning. (It is clear to all that children can copy from the board beautifully with no real learning taking place.)

Initially, as children enter school, they are encouraged to write regardless of presentation. As the child increases in experience and motor control, greater emphasis is placed on presentation – but not to the detriment of content and real learning.

As a school, we have high expectations of all children and always encourage pupils to give of their best. If on occasion presentation is unsatisfactory, it may be necessary to require a child to repeat a piece of work. However, this should not be the norm and teachers need to ascertain if this is appropriate.

Whole School Code for Presentation

- All written work should be done in pencil (2H or H not HB). When children are ready to move onto pen, this should be blue or black ink. Pens and pencils can be purchased from the school stationery shop run by School Parliament.
- All work in maths (including Schofield and Sims) should be done in pencil.
- Felt tip pens should not be used in work books.
- Diagrams and illustrations in books should be done in pencil.
- All work should have a date and title. These should be underlined with a ruler.
- Lines should be drawn using a ruler (where appropriate).
- For maths work the date should be in numerical format.
- For written work the date should usually be written out in full.
- All exercise book covers should be kept clean. Graffiti of any kind (including doodling) is unacceptable.
- Rubbers should be used sparingly by children. They should not use Tippex.
- Corrections should be shown by a ruled line drawn neatly through the mistake. (Although it may be considered neater to use crosses, these should be avoided in written work as confusion arises as to what is a mistake and what is not.)
- Children's work for display purposes should not usually contain errors. (Adult annotations must be error free and grammatically correct.)

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Kinga Pusztai
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