Presentation Policy
2024-2028

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

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Intent

We believe:
- Pupils should be expected to take a pride in the presentation of their work;
- Neatness, layout, handwriting, mounting and design will enhance a pupil's learning;
- High quality presentation from pupils and adults has a positive impact on standards;
- High-quality presentation should be celebrated and used as an exemplar;

Aims
- To ensure that all work is neat and legible in order to enhance learning and to raise standards.
- To ensure that adults set a good example by using high quality presentation at all times.

Implementation

Presentation of Work

Pupils will:

Use black pen or well sharpened HB pencil
Early Years – Year 2   pencil for all work
Year 3   transition from pencil to pen
Year 4 – 6   all writing in pen (except Maths in pencil)
                        all drawing with a pencil
Year 3 – 6   Use a ruler to underline date and title

Use an eraser for drawing only
Use a single line in pencil to underline mistakes
Use line guides for presentation purposes, if necessary or appropriate
Edit in pencil

Naming exercise books - See Appendix 1

All exercise books should be named using a printed label provided by the teacher. The label will include Name, book name e.g. subject and year/class.
Year 6 handwrite their own labels with direction from the teacher.

Writing the Date - See Appendix 2

Early Years & Year 1 Date written by adults (although in Year 1 pupils introduced to concept)

Year 2   Date written in numbers for all work (spelling of days and months on spelling lists).

Year 3 – 6 Date written in full for work, where appropriate, except Maths. Start from the left-hand margin on the top line. E.g. 29th January 2024 but Maths - 29.13.24
            Date underlined in pencil with a ruler.

Title and/or Learning Intention - See Appendix 2

> Leave a line below the date
> Position the title in the centre
> Write LI on left margin
> Underline the title and LI in pencil with a ruler
> Capital letter for all key words e.g. The Wind in the Willows

Year 3 – 6   Learning Intentions for every piece of learning
Year 2   Maths title e.g. addition is acceptable

Paragraphs

> After title leave a line
> Paragraphs shown by new line

Starting and Ending a piece of work

> Do not rule off
> If less than 6 lines left on a page, start a new page for a new piece of work

Numbering questions – see Appendix 3

> In Maths – use a bracket to separate from work e.g.   1)   24 + 62 =
> In all other work put number in the margin with a bracket e.g. 1)

Maths layout – see Appendix 4
> Plain number books are used from Early Year - Year 2
> Squared number books are used from Year 2 – 6
> When using squared paper used 1 digit per square

Responsibilities:

Governors will:
- Take an active role in the application of the presentation policy.
- Help to identify achievements and celebrate success.
- Support the work of the school's improvement and help to identify areas for development.
- Ensure that monitoring information is received, studied and implications considered within agreed times.

The Headteacher will:

- Set high expectations and ensure that teachers and other adults in the school are following the agreed policy and procedure (see appendix 1)
- Ensure a programme of monitoring of presentation is followed.
- Ensure teachers are informed of individual and whole school areas for development resulting from monitoring, and receive appropriate support.

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Teachers will:

- Have high expectations of pupils' presentation;
- Have high expectations of their own presentation; (all handwriting including white board writing and Interactive Whiteboard writing should be legible and follow the school handwriting guidelines- pen used on the board).
- Ensure pupil's work is neat and legible; (the writing for initial ideas and brainstorming should still be neat and legible, but there maybe more crossings out etc. using the correct marking code).
- Ensure that finished work presented by the pupils for display is of the highest quality; (this means the highest quality individual pupils are capable of achieving).
- Set targets for individuals and whole class when appropriate;
- Make full use of Teaching Assistants and other adults to support children in the development of the skills of presentation;
- Ensure all classroom notices and labelling are of the highest quality.

Pupils will:

- Have high expectation of their own presentation and strive for continuous improvements;
- Take responsibility to produce neat, legible work at all times;
- Value their own work and that of others;
- Value and care for all resources and equipment.

This Policy should be read in conjunction with:

Strategic School Action Plan
Teaching and Learning Policy
All Curriculum Policies
Feedback and Marking Policy
PARR Policy
Handwriting Policy
Homework Policy
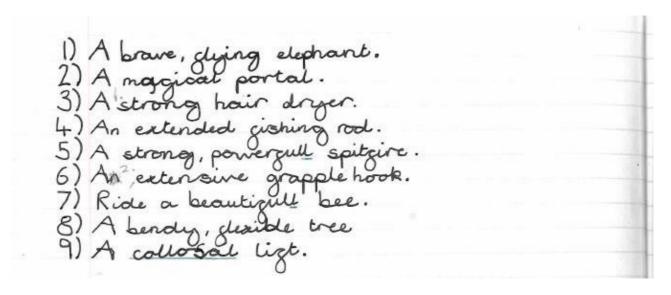
Appendix 1 - Labelling books

Amber Rise
Handwriting Book 2
Puffin Class

Appendix 2 – Example of Writing the date and Learning Intention

Monday 5th February 2024

LI: To recognise poetic features.

Appendix 3a – Numbering questions in Maths

6)   1 2 . 2 7
    +   1 5   1 2 . 4 2
      1 2 . 4 2

7)   1 8 . 4 9   1 9 . 1 4
    +   2 5
      1 8 . 7 4

8)   2 0 . 5 6   2 1 . 3 0
    +   3 4
      2 0 . 9 0

Appendix 3b- Numbering in other subjects

1) A brave, flying elephant.
2) A magical portal.
3) A strong hair dryer.
4) An extended fishing rod.
5) A strong, powerfull spitfire.
6) An extensive grapple hook.
7) Ride a beautifull bee.
8) A bendy, flexible tree
9) A collosal list.

Appendix 4 – Maths layout

$$7 \times 8 = 56$$
$$15 \times 6 = 90$$
$$23 \times 4 = 92$$

$$\begin{array}{r} 3497 \\ + 9762 \\ \hline 13259 \end{array} \qquad 13,259$$