

Duncombe Primary School

Work Presentation Policy

*"Let me walk through the fields of paper
touching with my wand dry stems and stunted butterflies...."*
~Denise Levertov

Rationale

- To make clear the school's approach to the presentation of pupils work and ensure a consistent and agreed approach
- To assist in raising standards of presentation in all year groups

Our aims are

- To acknowledge effort, celebrate achievement and value the work of all pupils
- To set standards and raise expectations - all children should record work that is their 'best possible' standard
- To support teaching and learning
- To ensure that there is consistency and high standards in the presentation of work
- To encourage children to value and be proud of their work and their achievements
- Introduce an agreed approach to using pen and pencil in exercise books

General Guidelines

Children should be led towards an understanding that the way they present their work is important. Consequently we have agreed the following principles about presentation of work across the curriculum:

All work in all subjects will

- Be dated
- Have a learning objective
- A maximum of 34 % will be photocopied worksheets
- Paper will be used economically, each page of the exercise book will be filled before moving on to the next page.
- There will be no drawing at all on the covers of books
- All exercise books will be labelled with a sticker with the child's name, class and subject
- Children are expected to use their neatest handwriting in all subjects.
- Skills of presentation should be taught explicitly to pupils. Much of this should take place during the first weeks of the academic year ('Learning to Learn' weeks).
- Ensure children have clear strategies for dealing with mistakes in their presentation, e.g. drawing a single line through a mistake.
- Introduce black pens to Year 3 for handwriting practice in the Summer Term. Begin to develop the use of pens for writing in Year 4, and ensure that pens are used consistently in written work in Years 5 and 6.
- Work which is not in exercise books should be mounted or filed as soon as possible to avoid cluttered drawers and lost work

Maths

- Each digit should be written in a separate box
- Lines should be drawn using a ruler including tables, graphs and all straight sided shapes
- Pages should be folded in half to allow for two columns of calculations

Monitoring and evaluation

Presentation will be monitored both through normal sampling of pupil work by the SLT and Subject leaders and through specific sampling with a presentation focus by the SLT.

Roles and Responsibilities

Headteacher & SLT

- Monitoring samples of work through leadership and phase book looks
- Developing and updating guidance on presentation for staff and pupils
- Overall implementation of the policy

Teachers

- Organisation of all relevant materials
- Implementation of policy in practice
- Ensure correct use of pen and pencil
- Encourage high standards in presentation through quality
- Monitoring of presentation by subject leaders