

Presentation Policy- Green Lane Infant School

Aims

To establish pride and high expectations in everything we do – both of ourselves and of the children.

To create a clear and consistent set of guidelines for the presentation of children's learning.

Objectives

To motivate each individual to present their work in the best possible way.

To enable children to recognise that work is presented to a high standard.

To ensure that each child knows the standard of presentation that is expected of them.

To secure a resilient attitude and ethos of challenge, care, pride and attention to detail.

Handwriting

Teachers must follow the agreed policy for handwriting (Letter Join) and follow the agreed letter formation. In modelled writing, staff must make clear the capital letters, and make explicit reference to the fact that other letters are not joined onto these. During handwriting sessions, teachers should support the children in their writing, giving immediate feedback, remodelling where appropriate and providing correction time for mistakes. Where children have not completed work using their best handwriting, this must be addressed and re-written. This should be done across the curriculum.

Cursive writing is to be modelled by staff from Nursery through to Year Two.

Expectations for children into KS1

[These expectations are not for Reception children until they are ready. However, the consistent messages around presentation should be made clear as soon as children come into school]

To use sharpened pencils to complete work

Mistakes should be crossed out with a single line and rubbers are not to be used.

To use a ruler to underline any titles or headings

To make sure the book is the correct way up, and to not leave blank pages

At the beginning of Year 1, I will start a new piece of work on a clean page. By the summer of Year 1 and into Year 2, I will start a new piece of work by drawing a line under the last piece of work and starting on a new line.

To write on consecutive lines in my book and write next to the margin if there is one

If a worksheet is used, the line width is the same as my learning book. Where possible, work is written directly into the lined books.

Formation of letters/ size of letters is addressed and practised.

Scribbling, curly letters etc is addressed and re-written.

Where editing occurs, this is completed with a purple pen above the original word, however if this is a sentence then this is corrected underneath in a purple pen.

To not draw in any part of my book unless I am told to, including the margins and front and back covers

To try my best to be proud of every piece of work I do