



Presentation Policy February 2016

Rationale

It is absolutely crucial for all staff and children recognise that presentation of learning reflects the high expectations the school has in everything it does.

This policy sets out the 'non negotiables' in terms of presentation at all times.

Books (front / colour)

All books to have 'Glemsford Primary Academy' sticker containing subject, year group and class names and the child's full name. This should be in arial font – not cursive or handwritten. These should be stuck on straight.

Subject leaders are to order books in good time to ensure all classes / Key Stages have the same colour books. There should be absolute consistency across the school. Interior of books will obviously reflect age group (square size / line width etc).

The cover (front, back and interior) should be free from any marks or scribbings. High expectations should be communicated at all times.

Literacy / Topic / Foundation subjects

Handwriting should always be of 'best quality' for that child. Long date (KS2) should be written correctly across the top left of the page and underlined using a ruler. Proper nouns correctly denoted with capital letters.

L.O. slip should be stuck in neatly and straight.

Maths / Science

Margin drawn down the left hand side on EVERY page using a ruler. This should be no more than 3 squares wide. (Not science)

Short date should be written on the left hand side of the page and underlined using a ruler.

L.O. slip should be stuck in neatly and correctly.

A double margin can be used (Upper KS2) down the centre of the page to save space.

Children should be shown how to sequentially set out sums / working out. It should not be 'at random' across a page.

One number per square.

All lines for diagrams / graphs should be drawn using a ruler.

Only pencil is to be used in maths.

General

Pencils should be sharp.

Pen can be used (school handwriting blue) only with expressed teacher permission.

This privilege can be revoked if standards of presentation slips.

All teacher / TA comments should reflect GPA's high expectations at all times.

Handwriting, common spellings and grammatical errors should be picked up on, indicated and corrected in all child reflections / comments.

Date: February 2016

Written by Mr Scott (Deputy Head teacher)

Review Date: February 2018