



Highgate Community Primary School

Presentation Policy

2019-2021

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Date: Sept 2019

Review Date: Sept 2021

Highgate Community Primary School Presentation

Introduction

A high quality of presentation must be expected and insisted upon for all work. At Highgate Community Primary School we want pupils to take pride in their books and be proud to showcase them to others. This policy works to address the following key questions: Do adults and children take pride in what goes into the books? Are expectations of a consistently high standard? This policy is to ensure that all learners' work is **well presented** and that it is **at least good** across all subjects. At Highgate we expect the highest standards from everyone. We work to motivate each individual to present their work in the best possible way and to enable students to recognise and aspire to work that is presented to a high standard. High standards of presentation create a culture of aspiration and achievement.

Role of Teaching Staff

Classroom Teachers are expected to ensure that students are presenting work in line with the Guidelines for Presentation (The Highgate Presentation Codes). Teachers must ensure that codes are stuck in to pupils book and that they are referred to and pupils are aware of the requirements. Teaching staff must fulfil their obligations set out on the presentation code.

Early Years teachers are to

- Stick in a learning sticker.
- Stick work into books.
- Make sure each book has a printed label on the front with the child's name and class.
- Write neatly in children's books.

KS1 teachers are to

- Stick in a learning sticker.
- Stick work into books.
- Make sure each book has a printed label on the front with the child's name, class and subject.
- Trim any sheets down so that they fit in the book neatly.
- Write neatly in children's books.

KS2 teachers are to

- Make sure each book has a printed label on the front with the child's name, class and subject.
- Trim any sheets down so that they fit in the book neatly.
- Write neatly in children's books.

Presentation

In KS1 children are to write in pencil and in KS2 children are to write in pencil until the teacher deems their handwriting to meet the criteria for a pen.

In KS1 learning objective stickers are to be stuck in by the teacher at the top of the page, in the middle.

In KS2 (unless there is a label with the learning objective and the date on) the full date should be written on the left hand side of the top line and the learning objective needs to start 2 lines down from this and should start at the margin.

Rubbers are allowed to be used by the children if the children have spotted they have made a mistake. If they make a mistake and they cross it out, crossing out should be done with a neat single line.

All drawings/diagrams to be drawn in pencil and rulers used to draw straight lines. Any colouring in should be done neatly with no scribbling. Felt tips are not be used in books.

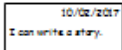

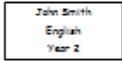



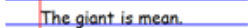
When staff write in children books there handwriting must be neat and model the high expectations expected from the children.


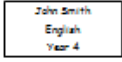



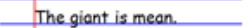
Marking Presentation

When marking pupil's work, any area of presentation that needs highlighting and improving should be commented on within the marking. Pupil's should respond to this and ensure presentation is improved in their next work. Teachers should ensure that pupils produce work which demonstrates high standards of presentation.

Presentation Codes

Pupils should be made aware of the Presentation Codes and check their work against it to ensure it is continually being met.

Highgate Presentation Code Key Stage 1	
To keep my book neat and tidy my teacher will:	
Stick in my learning sticker.	
Stick my work in my book and trim down sheets so they fit in my book neatly.	
Make sure my book has a printed label on.	
Write neatly in my book.	
To keep my book neat and tidy I will:	
Use a writing pencil in my book.	
Write neatly, taking pride in my work.	
Start my work underneath my learning sticker.	
Write the date and title on the left side of the book when my teachers asks me to.	
Underline the date and title with a ruler.	
Always use a ruler to draw straight lines.	
Not draw on the front of my book.	
Put one neat line through a mistake.	
Write on the lines in my book, starting from the margin.	
Colour in neatly with pencil crayons, not felt ti	

Highgate Presentation Code Key Stage 2	
To keep my book neat and tidy my teacher will:	
Stick my work in my book and trim down sheets so they fit in my book neatly.	
Make sure my book has a printed label on.	
Write neatly in my book.	
To keep my book neat and tidy I will:	
Use a writing pencil or a pen that is given from my teacher in my book.	
Write neatly, taking pride in my work.	
Write the date and title on the left side of the book. Write the date first, miss two lines and then write the title.	
Underline the date and title with a ruler.	
Always use a ruler to draw straight lines.	
Not draw on the front of my book.	
Put one neat line through a mistake.	
Write on the lines in my book, starting from the margin.	
Stick any work in my book neatly so that it does not stick out.	
Colour in neatly with pencil crayons (not felt tips).	