



## Copnor Primary School – Presentation Policy

### Rationale

We believe that high standards of presentation contribute to high expectations of pupils.

### Aims

- ✓ To promote high standards in presentation
- ✓ To promote the importance of valuing work
- ✓ To instil a sense of pride in work
- ✓ To rationalise all books and ensure consistency in standards
- ✓ To ensure progression in handwriting and presentation through each year and through each Key Stage

### Books

All books will have computer-generated labels on the front, stating name, homebase and subject.

There will be no defacing of labels or book covers. Should any books be defaced they will be given a new label, or the child will re-cover them in break-time.

Books will be stored in classrooms in such a way that they remain in good condition.

Pages will not be removed from books unless absolutely necessary.

All year groups will have the same coloured books for each of the subject areas.

Worksheets, where necessary, should be trimmed before use and stuck into books. They must be dated and titled as all other work.

### Handwriting (please also refer to the Handwriting Appendix)

All pupils will write in pencil until their handwriting is fluent, consistent in size and joined. In order to be awarded a pen, pupils must produce handwriting of a consistently high standard. They must prove they have achieved this by showing 5 pieces of work in a row, which meet the standard required. Teachers will then award a pen when they feel it appropriate to do so.

At the beginning of each school year pupils will not return to writing in pencil. The expectation is that from Y4 onwards the vast majority will be working in pen in all subjects other than Maths.

Pupils must only use approved handwriting pens (where pens have been lost / forgotten they will borrow from their teacher). Should pupils lose their pen they are responsible for replacing it.

All diagrams, illustrations and pictures will be in pencil unless the task demands otherwise.

Teachers' handwriting must be joined, legible and consistent in size, on the line and provide a positive model for pupils.

### Presentation

Each piece of work must have a date and title underlined with a ruler. This will usually be on a pre-printed LI sheet.

If the date is written then it will be written on the left-hand-side of the page next to the margin.

A line will be left between the date and title; and the title and beginning of the work.

Mistakes should be crossed out with one single line, using a ruler.

In books with a margin, pupils should begin writing against the margin.

In maths, books a margin should be drawn in and used for jottings and working out, where necessary.

Finished work must be ruled off and the next piece started straight after.

Where work fails to meet the high standards expected, the teacher may ask the child to re-do this.

All pupils and members of staff will follow the policy for presentation.