



# Holly Park School Presentation Policy & Guidelines

## **Rationale**

At Holly Park, we want the standard of presentation to be consistently high. The purpose of this policy is to ensure that our standards in presentation are recognised, understood and followed by all staff and children. This policy should be used in conjunction with the handwriting policy.

## **Equality and Fairness**

These expectations are intended to apply to the majority of children in our school. However, in order to meet individual needs, there may be occasions when the policy requires to be personalised to suit the needs of individual children for specific purposes. This will ensure that the presentation expectations of the school do not pose a barrier to learning (e.g. a child with physical difficulties with writing).

## **Presentation aims:**

- To ensure children are taught to take pride in their work
- To raise the importance of the work the children are doing.
- To reflect the high expectations the school has of the children's work.
- To provide finished pieces of work in line with the school's high expectations that can be shared with any audience.
- To provide consistency for the children in their work.
- To provide the necessary rigour to the children's work.

## **UN Rights of The Child:**

Article 23: Children who have any kind of disability have the right to special care and support so they can live full and independent lives.

Article 28: All children have the right to a primary education and should be encouraged to reach the highest level of education of which they are capable. Article 29: Education must develop every child's personality, talents and abilities to the fullest.

## **Making it Happen**

Staff will ensure that the presentation of work is actively taught as it will not 'just happen'. It should be the main focus at the beginning of each academic year and be continuously reinforced throughout the session.

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work of a high standard of presentation in whole class situations
- Ensure good presentation is rewarded in line with the whole school policy
- Sharing good presentation at weekly assemblies,
- Model good presentation and expectations in class through the use of a visualiser  
Handwriting will be taught in line with the handwriting policy on a regular (at least twice a week) basis. The focus of these lessons will be correct letter formation and cursive handwriting.

## General Expectations of work in the classroom:

- Children will be taught to keep the covers of their books neat. No writing will be on the book cover unless it is required by the teacher.
- Printed labels with names and the subject will be stuck on the front of exercise books.
- Names will be written on books by teachers or TAs
- Each piece of work in will be dated.
- The date will be written on the **top left hand side**
- The date will be underlined with a ruler
- Each piece of work will have a learning objective - underlined
- A ruler should be used for all underlining - Absolutely no free-hand underling
- We will use Dum Tum – (date, underline, miss a line, title, underline, miss a line)
- If a mistake is made a single line will be put through the mistake and the correction written by it. It will be expected that there will be no crossing out or rubbing out in their work unless particularly necessary.
- Tippex and correction pens should not be used
- There should be no 'doodling' inside exercise books
- Children will be taught to write on the line.
- They will be taught to start at the margin or close to the edge of the page if there is no margin.
- If a child is starting a new piece of work on the same page as another piece a clear demarcation between the two pieces of work is needed.
- By mid way through Year 3, handwriting pens will be used for most pieces of writing.
- Pencil will be used in Maths.
- All drawings and diagrams will be done in pencil
- Felt tips should not be used in exercise books
- Teachers' marking/comments will reflect the high expectations of presentation and will be neat, legible and written on the lines.
- All KS2 classes will have 30 small pencil cases, which will contain: a 15cm ruler, a pencil, a blue biro, a purple pen and a whiteboard marker. Teachers may choose to name the pencil cases.

### Year 1

- Work will be dated by an adult
- Children will always write in pencil in exercise books. (Regular pencils, pencil grips as necessary)
- Coloured pencils will be used in exercise books for pictures.
- Felt pens can be used on individual sheets of paper.
- The Learning Objective - An adult will add the learning objective
- In maths work there should be one digit to a square as far as is possible and child dependent

### Year 2

- Dates completed by an adult. (although in the summer term children may begin to do this)
- Maths – short date to be used : 16.5.25
- All literacy– Long date: Tuesday 16th May 2025
- Topic work – Long date
- All work will be written in regular pencils.
- Children should be taught how to sharpen pencils and reminded to ensure pencils are sharp and of an appropriate length. The pencil should be long enough to rest in the curve of the hand between the thumb and the first finger

- Pencil grips should be used when required to encourage correct pencil grip.
- Only coloured pencils should be used in exercise books.
- Felt pens can be used on sheets of paper
- Children will be expected to be taught how to use a ruler to draw lines, including underlining, diagrams, and labelling.
- Children will be taught how to use guidelines if writing on plain paper for display.
- In maths work there should be one digit to a square

### **Year 3 and 4**

- Date written on the left and underlined with a ruler. (not in margins)
- In maths and foundation subjects, handwriting and spelling the short date is used and underlined with a ruler, e.g. 16.5.25
- In English books the long date will be used starting from left margin: Tuesday 16 May 2025
- At the beginning of Year 3, the teacher will provide the date and L.O however this will become less by the end of the Autumn Term and as the year progresses the children will do this themselves. A few pupils may need this throughout the year.
- In Year 3, Children to be explicitly taught how to date their own work and to become more independent at doing this over the year
- Children will be reminded how to use a ruler to draw lines, including underlining, diagrams, and labelling in Year 3.
- The title or learning objective of piece of work should be written on its own line, also starting at the left hand side. (Dum Tum)
- At all times a ruler should be used for underlining – absolutely no free-hand underlining. 15cm rulers have been provided to make them easier to handle.
- In Y3 children will be reminded how to sharpen pencils and reminded to ensure pencils are sharp and of an appropriate length. The pencil should be long enough to rest in the curve of the hand between the thumb and the first finger
- Only pencils to be used in maths books. Pencil grips as necessary.
- Pens should be introduced for writing in Year 3
- The expectation is that children write in joined up handwriting in written work
- Only coloured pencils will be used in exercise books.
- Felt pens can be used on sheets of paper
- Children will use a ruler at all times to draw straight lines in diagrams and for labels
- Children will use guidelines if writing on plain paper particularly for display.
- In maths work there should be one digit to a square

### **Year 5 and 6**

- The date should be written from the left and underlined with a ruler. (not in margins)
- In maths and foundation subjects, spelling and handwriting the short date is used and underlined with a ruler, e.g. 16.5.25
- In English books the long date will be used starting from left margin: Tuesday 16 May 2025
- All work should be given a learning objective indicating the work content and be underlined
- The title or learning objective of piece of work should be written on its own line, also starting at the left hand side. (Dum Tum)
- At all times a ruler should be used for underlining – absolutely no freehand underlining. A 15cm ruler is provided for easy handling.
- Pencils to be used in maths books
- All other work should be written in pen and joined writing is expected
- Only coloured pencils will be used in exercise books.

- Felt pens can be used on sheets of paper
- Children will use a ruler at all times to draw straight lines in diagrams etc
- Children will use guidelines if writing on plain paper.
- In maths work there should be one digit to a square

### **Monitoring and evaluation**

As part of our regular audits, members of the Senior Leadership Team and Curriculum Leaders will review samples of work and carry out pupil interviews from each class to monitor the implementation of this policy. The Learning Council will regularly review presentation and presentation may be reviewed by our Network Inspector.

This policy will be reviewed by governors bi annually at the Learning & Teaching Committee.


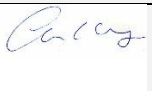
The desired outcomes for this policy are improvement in children’s presentation and consistency across the school.

### **Document Control**

#### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2019	Ann Pelham	Written
1.1	Summer 2020	Govs T&L	Reviewed & ratified
1.2	Summer 2021	Govs T&L	Reviewed & Ratified
1.3	Summer 2022	Govs T&L	Reviewed & Ratified
1.4	Summer 2024	Govs T&L	Reviewed & Ratified

#### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		July 2024
Chair of Governors	Clare Hegarty		July 2024

#### **Distribution**

Shared with
<ul style="list-style-type: none"> <li>• Staff via school server</li> <li>• Parents via Website</li> </ul>

- Governors via committee meetings

**Date for next review**

Summer 2026