



St. Augustine's
Catholic Primary School

"Hand in hand; we listen to God's call, we learn from God's word and we share God's love through service."

Presentation Policy 2022

Head Teachers signature:

Presentation Policy for St Augustine's Catholic Primary School

Aims

- To provide a consistent approach to presentation throughout the school
- For children to take a pride in their work

Key Considerations

- The majority of work should be completed in books, as this enables teachers and children to monitor progress more easily
- If worksheets are used, they should be cut down and stuck into books before the next time the books are used. In KS2, the date and learning intention should be written by the children as usual.
- Books must be labelled by the teacher/teaching assistant with the child's full name, class teacher, year group and subject. Stickers should be used for this and all new books should be labelled in the same way.
- Children must not draw or write on the cover of any book.
- When responding to marking, children should not write messages to the teacher or respond inappropriately.
- Neat and legible handwriting is expected, and should be insisted upon, in all pieces of written work. If the standard of presentation is lower than the standard which the child is capable of producing, it is not unreasonable to request a piece of work to be re-written.
- If a child makes an error in their work, a rubber can be used to rub it out. If they have written in pen, they should draw a neat line through the error.

Guidelines

Mathematics Books

All mathematics work should be completed in pencil. Rubbers must be used from Year 1. Answers that are ambiguous in anyway (due to presentation) must not be marked as correct.

Journals

- Questions may be stuck in with labels for Yr 1 only
- Each journal number should match the lesson and be recorded at the top of the journal page. The question or "show me" statement must be written at the top of the page as well as a title.
- In Years 1-3 the date must be included on the journal page.
- There should be a clear answer space at the bottom of the page in Years 2-6 and answers to questions must be written in a complete sentence.

- Children should not draw lines in their journals to write their explanations. They should not draw additional boxes, partition lines, etc unless it is specifically part of a model to explain their understanding.
- Children must use rulers when drawing angles, graphs, bar models and polygons.

KSI & Year 3

- Short date (e.g., 31.3.17) on the left-hand side
- LI written on (or stuck in) the line underneath (underlined by the end of Y2)
- Support code, if required, should also be on the left-hand side of the learning intention and written neatly in a circle.

Years 4 – 6

- Short date (e.g., 31.3.17) on the left-hand side and underlined with a ruler
- The Roman Numeral date on the right-hand side and underlined with a ruler. The numeral I should be used and not 1.
- LI written on the line underneath and underlined with a ruler
- Margin down the left-hand side – two squares
- Question numbers in the margin
- Miss one line before starting
- Clear examples of how to set out the work for each lesson must be given and children should be made to follow.
- Support code, if required, should be on the left-hand side of the learning intention and written neatly in a circle.

Number formation

- All children should be taught to form their numbers in the following way:

1 2 3 4 5 6 7 8 9 0

All other subjects

- Date written in full in all subjects (except for guided reading, RWI & handwriting books) e.g Monday 31st March 2022
- Learning intention should be written under the date and underlined. (RSE – choose an appropriate title from the Ten:Ten lesson)
- Miss a line before starting work

- The support code, if required, should also be next to the learning intention in the margin and written neatly in a circle.
- Handwriting pens will be introduced from Year 3, when the child is able to write in a fluent, joined and legible style. Once using a pen, all pieces of work (except maths) should be in pen. It is not acceptable for children to swap and choose from day to day.
- Miss two lines under response to marking comment, before starting a new piece of work