



Cabot
Learning
Federation

Herons' Moor Presentation Policy

Academy Name:	Herons' Moor
Approved by Academy Council:	December 2019
Next Review:	December 2020

Herons' Moor Academy

Presentation Policy

Rationale:

To enable our children to develop a sense of pride in their learning and to realise that care and attention to detail in the presentation of their work is central to this.

Aims:

To develop a sense of pride and achievement within our pupils.

To develop a culture within the Academy where OK is never good enough.

To understand that good presentation is essential for clarity and effective communication.

To learn a variety of presentational skills suitable to the nature of the task.

To develop an understanding of how the appearance of work can enhance the quality.

Guidelines:

- Each academic year will start with a 2 week Mark Making Programme. During this time ground rules and expectations regarding the quality of hand writing and presentation will be established in Years 1 to 6.
- Within KS1, labels will be provided for the children with L/O, context and date.
- Within KS2, the long date will be used at all times apart from maths where the short date will be used.
- Within KS2, children will write the LO and context, date and underline with a ruler.
- Year 2 will begin to write the LO and date in term 6 in preparation for KS2



- Within KS1 and years 3, 4 and 5, pupils will initially write in pencil with ink pens being introduced as soon as possible. Year 6 write in pen. Pencils will be used for Maths (one number one box) diagrams and tables.
- Pupils will be taught to join their handwriting in line with the handwriting policy (Nelson).
- Within KS2 each piece of work will be separated from the next day with a ruled pencil line.
- Where relevant, worksheets will be trimmed and put neatly into books. The children will be taught to do this within KS2.
- Exercise books will be decorated in the style agreed at the start of the year as part of the Mark Making Programme, clearly labelled with the child's full name, subject title, class and term or number issued, and will be kept clear of marks and doodles.
- Feedback may take account of the quality of the presentation of the child's work.
- When the book has a margin pupils must start writing from it.
- Margins will be drawn in KS2 maths books.
- Line guides will be used when writing on plain paper within KS2
- Good presentation will be rewarded with feedback, verbal praise, stickers, gold book award, pupil modelling and effort marks.
- Unsatisfactory presentation will be noted by feedback, a quiet word or re-writing at break or lunchtime if appropriate.
- Teachers and TAs will model good practise.

Conclusion:

All children will take a pride in their achievements and endeavour to produce aesthetically pleasing and accurate work with care.

They will be aware that their contributions are valued and that their efforts are recognised and appreciated. Producing quality, "best efforts at all times" work will become core at Herons' Moor.

Reviewed by Staffing Cttee. 20 th March 2006. Endorsed by FGB 9 th May 2006	Reviewed by Staffing Cttee. 18 th June. Endorsed by FGB July 2007	Reviewed by Staffing Cttee. 8 th June 2009. Endorsed by FGB 9 th July 2009	Reviewed by Staffing Cttee. 13 th June 2011. Endorsed by FGB 7 th July 2011	Reviewed by Staffing Cttee. 3 rd June. Endorsed FGB 4 th July 2013	Reviewed by Finance Cttee. 18 th June 2015. Endorsed FGB 2 nd July 2015	Reviewed by Finance Cttee. Dec 2015 Endorsed FGB Jan 2016	Reviewed by Education Quality Cttee 27 th Nov. 17 Endorsed FGB 15 th Jan 2018
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