

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane  
Lowton  
Warrington  
WA3 2PW

☎ 01942 201140

web [www.saintlukes.wigan.sch.uk](http://www.saintlukes.wigan.sch.uk)  
e-mail [enquiries@admin.saintlukes.wigan.sch.uk](mailto:enquiries@admin.saintlukes.wigan.sch.uk)

## PRESENTATION POLICY

**Date of Policy:** 2020

**Review Date:** 2023

### Introduction

At St. Luke's we have developed a presentation policy that in order to establish the high expectations and pride that we have in everything we do - both of ourselves and of the children. The policy creates a clear and consistent set of guidelines for the presentation of children's learning.

### Aims

- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that should always be presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

### **For Teachers**

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

### **Expectations for Teaching Staff**

Staff are the most important role model for presentation and high expectations and so should use the resources available and every opportunity to model good practice.

### Implementation of Presentation Policy

#### Early Years Foundation Stage / Key Stage 1

- Children will learn to start the date at the left hand side and, if used, objectives need to start at the left hand side.
- The long date will be used for English and the short date for all other work.

#### Key Stage 2

- In English the long date will be used on the left hand side and underlined. The title or objective will be written on the left and underlined.
- In Maths the short date will be put on the left hand side and underlined. The title or objective will be written on the left and underlined.
- The objective should be written as a 'Can I' statement and have a question mark at the end.

- A ruler must be used for all lines (including drawing tables, charts and graphs etc)
- All diagrams, illustrations, tables must be drawn in pencil.
- Any errors or corrections should be crossed out with one neat line.
- Rubbers are only used when drawing tables, charts, diagrams, graphs etc.
- A copy of the presentation code should be displayed in all Maths and English books (see appendix)
- Teachers must make a written comment if a child's work does not follow the presentation code and, if necessary, the child must complete the work again.
- The school handwriting policy should be followed with regard to the presentation of work.
- All staff should use pre-cursive (EYFS/Y1) or cursive (Y2/KS2) in their marking and ensure that their presentation provides an example of good practice.

### **Outcomes of Presentation Policy**

Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.

There is consistency across the school in terms of the standard of presentation expected.

Progression in presenting work between each class is evident and understood by all children and adults.

### **Monitoring and Evaluation**

The policy and practice for marking will be monitored in the following ways:

Book Monitoring. Samples will be requested by either HT, SLT / or Co-ordinators as part of ongoing Monitoring & Evaluation policy.

The policy and practice will be evaluated in the light of any further reports and recommendations made by the DFE and external consultant.

