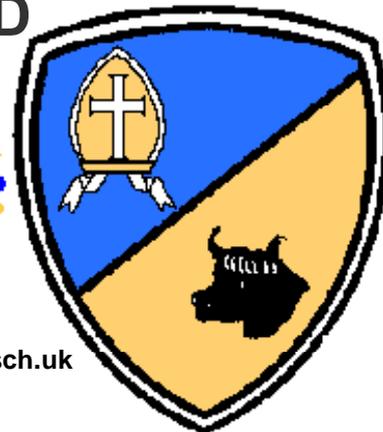


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PRESENTATION POLICY

Date of Policy: 2015

Review Date: 2018

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 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.

