# Whitefriars' Presentation Code: September 25

## Purpose

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow.

## Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

## Making it a reality

Staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year. Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Sharing of good work in whole school assemblies.

## General Principles

- The date will be written on the top left of the page (top line). In English/Handwriting the long date will be written and in other subjects the shorter number date will be completed. Y3-6 will ensure that the date is underlined using a ruler.
- After the date, a line will be left and then a title for the piece of work will be written centrally on the next line which again will be underlined.
- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by children, e.g. blue pen for marking and purple pen for self/peer improvement
- Pencil crayons should be used in exercise books.
- One single line is used to cross out mistakes.
- Absolutely no writing/doodling on covers or on the inside covers of books.
- Tippex and correction pens are not used.
- All written work (apart from in Maths) will be completed in pen (if the child has achieved their pen licence).
- Best handwriting will be encouraged at all times and across all subjects except when children are editing/drafting/taking notes.
- Children should be taught where to begin a new piece of work. As a general rule children will start a new page when there are only a few lines left, otherwise they will rule off (Years 3 – 6) and use the same page.
- Rubbers will be used at a teacher's discretion (e.g. for minor mistakes in maths)