

# St Mary's Catholic Primary School



## Presentation Policy

The overall aim is for our children to be confident in reading, spelling and writing. To ensure this, the staff of the school will endeavour to highlight what successful presentation looks like to all pupils.

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever teacher is taking the class. It will ensure high expectations by all staff and engender in all children a sense of pride in how their work should look.

### **GENERAL POINTS**

- When appropriate work must be dated on the left. As a model for this the teacher must write the date on the board. The short version of the date, i.e. 24.03.07 is to be used in Maths and Science books, but the long version in all other subjects by the end of Year 2 and in literacy in Year 1. Children should know how to spell the days of the week and months of the year.

The date should be underlined using a ruler and pencil by the end of Year 3.

- In Key Stage 2, lined exercise books that do not already have a printed margin must have a pencil margin drawn down the left hand side of every page, which is a consistent width, i.e. the width of the ruler. (This is not necessary in Key stage 1)

- Any mistakes should be crossed out neatly using one line. By KS2 this line should be ruled with brackets around. The correct version should be written on the same line or above the mistake, wherever is most appropriate.

- Tippex is not allowed.

- Rubbers should be used where the teacher has allowed it.

All Children will begin a new page when starting a new piece of work. A4 sized books will be used.

Blue pen will be introduced, from Year 3 onwards, when the child consistently demonstrates clear, joined and fluent handwriting. When the class teacher feels the child has reached this point they will sent to the subject leader where they will receive their blue pen in recognition of their good work.

### **In the Foundation Stage 2 (reception):**

The teacher, or support staff will model letter formation and letters starting from the bottom of the line;

All letters and numbers will be formed correctly;

Children will begin writing letters from the line, in accordance with the handwriting scheme;  
They will be able to link sounds to letters;  
Children will be able to spell CVC words independently and begin to write on lined paper when appropriate;  
They need to use capital I in their writing;  
They will start a sentence with a capital letter and finish with a full stop with finger spaces between words;  
b and d letters need to be taught to avoid reversals of these letters;  
'Learning Journey' folders will be used for Reception children.

### **Year 1:**

Sentences are demarcated accurately with spaces between words;  
Clear ascenders and descenders;  
Children will be expected to control the size of their writing;  
Upper case and Lower case are not mixed within words;  
In mathematics, one number is written in one square using accurate number formation;  
In spoken word, the correct form will be modelled.  
Children start writing from the line in preparation to join up, preferably by the end of year one;  
15mm lined books will be used for writing and large squares for number work.

### **Year 2**

In mathematics, the squares will be smaller and one number per square adhered to;  
Fluent, joined writing is expected by the end of Year 2 for the majority of pupils;  
Children will be punctuating their work accurately;  
Children will be able to segment to spell unknown words (with support if needed);  
Throughout the year, key words should be spelt correctly and children will be asked to correct these words if not;  
In year 2, children will be working in books that have 12mm wide lines.

*All KS2 classes will have 8mm lined books for all their written work and smaller squared paper for numeracy.*

### **Year 3:**

Accurate, fluent and joined writing is seen at all times;  
A wider variety of punctuation is used;  
A Ruler for labelling and tables is also used;

### **Year 4:**

Fluent, joined handwriting will be maintained  
Children can use a ruler accurately;  
Paragraphs are used independently by the end of Y4;

**Year 5:**

Fluent joined handwriting will be maintained  
The full range of punctuation is to be used without prompts;

By the time children reach Year 6, the skills that have been taught throughout the school will be maintained.

The head teacher and subject leaders will be monitoring books on a regular basis to evaluate the impact of this policy.

This policy was drawn up by the staff at St Mary's Catholic Primary School during the spring term, 2016 in response to monitoring and book scrutinies.

It will be reviewed in 2019 or earlier if needed.