



## **Roebuck Academy Presentation Guidelines**

### **Aims:**

The purpose of the policy is to ensure that a consistent approach to presentation is developed across all year groups at Roebuck Academy. Children will all have an understanding and awareness of the high standards expected of them and understand that this will apply to whatever teacher is taking the class. It will ensure that expectations are raised by all staff and will ensure consistency across all classes. It will ensure that all staff engender in all children, a sense of pride in how their work should look.

To establish a clear and consistent set of guidelines for the presentation of children's learning.

### **Objectives:**

- To motivate each pupil to present their learning in the best possible way
- To enable children to recognise work that is presented to a high standard
- To ensure that each child know what the standard looks like and knows the standard of presentation expected of them
- To share this information with parents and carers

### **For Teaching Staff:**

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

### **Expectations for Teaching Staff:**

- Remember that you are the most important role model for presentation and high expectation! Use the resources available to you to model good practice: IWB/flip chart/ Displays etc.
- **All** handwriting which is on display for the children (including IWB/Flipcharts etc.) should be joined, legible, consistently formed and neat. This should also be in accordance to the school's handwriting policy.

- Ensure that wherever possible letter-join, (the school's chosen font) is used as the font to model and share written information
- All children's work must be marked in accordance to the school's marking and feedback policy
- When sticking work/labels/headings in books ensure that they are trimmed to size and are cut and stuck in straight
- If a child is absent, please ensure that their book is marked with an 'absent' and write the short date.

### **Expectations for Children:**

Use of pens and pencils:

- Pencils must be used in all maths books and in draft work if appropriate
- Margins in books and on paper will be drawn in pencil
- Pens should be used in all written work as soon as possible from Year 2 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent. Children will, at this stage, be presented with a pen license
- Pens must be fibre tip, No ball point or biro pens to be used.
- Felt tip pens will not be used in any books.

### **Expectations for Handwriting:**

- See handwriting policy

### **Expectations for Layout:**

- The long date will be written on the top line in any exercise book. The LO will be written beneath this. It may be appropriate for an adult to write these into the child's book
- The date and LO must be underlined using a sharp pencil and a ruler
- Each new piece of work will begin on a new page
- Leave one line between each new paragraph
- If a mistake is made, draw a neat line through this using a sharp pencil and ruler then start again
- Do not write in the margin unless numbering questions

## Literacy

- Only the left-hand side of a double spread will be written on by the pupil. The right-hand side is for editing / re-drafting and feedback provided by peers or adults.
- Each page should be filled before turning to a new page
- A line will be missed to indicate the beginning of a new paragraph
- Each piece of work must be dated with the long date so that children know how to write the days of the week as well as the months of the year.
- The date will be underlined neatly using a sharp pencil and ruler.
- If a LO is included this will also be underlined neatly using a sharp pencil and ruler.
- Children will write on every line except when indicating a new paragraph
- Children will use the school blue pens as provided.

## Maths

- Maths work is to be recorded in pencil – sharp pencil will be encouraged.
- The Learning objective should be written as the title and underlined with a ruler.
- The date will be written in ALL maths workbooks using the short date e.g. 23/05/2019
- A margin will be drawn on every page using a ruler. This will be a ruler's width but must be drawn straight on a line, not half way through a box.
- ALL lines must be drawn with a ruler; this includes answer lines for vertical calculations, tables, graphs, shapes, etc.
- Each digit should be written in a separate box to assist with understanding of place value; the exception to this is when writing and recording fractions.
- All question numbers should be noted inside the margin and shown with a bracket e.g. 2) as dots can be confused with decimal points.
- Any corrections need to be written out again as a new calculation, rather than being altered on the original calculation.

## All books

- No doodling or graffiti allowed on books – if this is observed the child will immediately be sent to their key stage leader regarding respect for school property.
- Any doodling on a name label will be covered over in a new label immediately.
- All books will be labelled using the Roebuck Sticker.
- All mistakes will be crossed out using a ruler and a pencil with one straight line.
- Tippex is not allowed.

- Only school blue pens can be used in exercise books unless this is black for Black Boost comments.
- Use of erasers is not encouraged as mistake making is celebrated as part of our growth mindset ethos.
- Any books without a margin in KS2 must have a margin, a ruler's width, drawn with a pencil and a ruler.
- Felt tip pens must not be used in any books.
- Colouring pencils can be used for colouring in or for rainbow marking.
- Drawing and diagrams MUST be drawn in pencil and straight lines drawn with a ruler unless this is part of sketching in art work. If plain paper is needed this must be trimmed before being neatly stuck in.
- All worksheets must be trimmed to size and stuck inside books neatly – no exceptions.

### **Marking and Feedback**

Feedback comments provided to the children will be presented neatly – comments must be legible and make sense to the child.

### **Classroom organisation and resources**

- All tables will have containers with appropriate equipment: rulers, pens, pencils, colouring pencils. Learning journals/reading records/rough books may also be stored in these containers.
- Each child will need a wipe-board, pen and duster.

### **Writing Equipment**

Children need a varied selection of tools and materials to experiment with. They will benefit from using paper of different textures, shapes and sizes, both lined and unlined, pencils of different thickness and colours, pens, felt pens, paintbrushes, chalks and crayons. They can be encouraged to form letters with playdough or plasticine and in sand. As children begin to write more fluently, the majority of their work in school will be done in pencil. Children who have developed neat, legible and joined handwriting will be encouraged to use a pen for most of their written work. The school will provide children with pens.

### **Left-handed Children**

Don't automatically equate left-handedness with problems, but it is important to remember that left-handed children have different needs from right-handers. It is important that left-handed children can see what they are writing. They should sit where elbows do not bump right-handers and where they are not in their own shadow. Encourage them to hold their writing tool away from the point so that their thumb does not get in the way. It also helps to use free-flowing pens that don't smudge. Particular care should be taken with anti-clockwise letters in the letter family: c, o, d, g, q, e.

### **Monitoring of Presentation Policy**

The Senior Leadership Team will collect examples of children's work on a termly basis to ensure that the policy is being implemented consistently across the school. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Review Date: Reviewed Sept 2019

Next review: April 2021