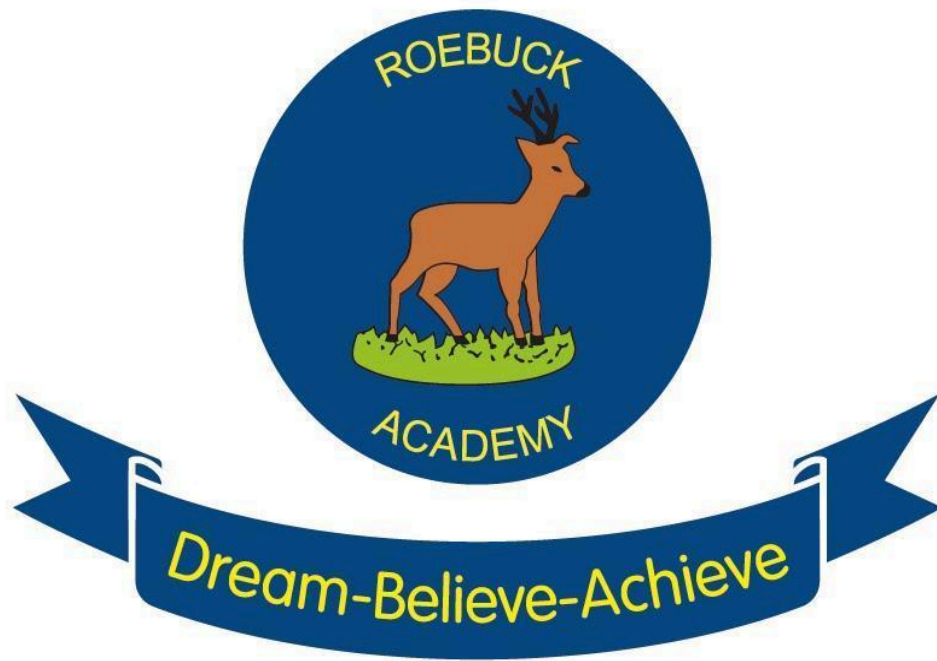




Roebuck Academy

Presentation Guidelines 2026

Review Date: Reviewed Sept 2026 by SLT

Next review: Sept 2028



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:

- Be a positive and important role model for presentation and high expectations. 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 with the school's handwriting policy. (Print for EYFS and Year 1)
- 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. No loose planning or worksheets are to be left in books on any occasion. This looks incredibly untidy and loose sheets are often misplaced.
- 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
- Pens should be used in all written work as soon as possible from Year 1 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent with consistency of letter size, formation and use of clear ascenders and descenders. 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 apart from maths books, where the short date will be written instead. The LO will be written beneath this. It may be appropriate for an adult to write these into the child's book or to place in a sticker for children in EYFS and KS1.
- The full date (Monday 5th September 2026) and LO must be underlined using a sharp pencil and a ruler. Year One will begin by writing the day of the week progressing throughout the year to the full date. This vital stage MUST not be missed as children need to learn how to spell the days of the week as well as the months of the year
- 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. This is to happen in ALL books including Maths
- 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 /vocabulary sheet, re-drafting and feedback provided by peers or adults.

- Each page should be filled before turning to a new page
- Where the learning is continued the following lesson, a short date can be written in the margin e.g., 23/05/2026 .
- 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. 23/05/2022
- 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 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 where possible. If alterations are made to the original calculation, a purple pencil is used in Year 1 and a black pen is used in Year 2 and KS2.

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 template
- 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
- Colouring pencils can be used for colouring in
- Drawing and diagrams MUST be drawn in pencil and straight lines drawn with a ruler unless this is part of sketching in artwork. If plain paper is needed this must be trimmed before being neatly stuck in

Marking and Feedback

Feedback comments provided to the children will be presented neatly – comments must be legible and make sense to the child. The writing codes will also be used to provide feedback in Literacy.

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. Care should be taken with anti-clockwise letters in the letter family: c, o, d, g, q, e.

Ensure that left-handed children are provided with the correct pens and pencils to write with. See Clare for equipment.

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.

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