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Spring Hill Primary School

Presentation Policy

2025-2026

# Aims

* To establish high expectations and pride in everything we do – both of ourselves and of the children.
* To create a clear and consistent set of guidelines for the presentation of children’s learning.

# Objectives

* + To motivate each individual to present their work in the best possible way.
	+ To enable children to recognise work that is presented to a high standard.
	+ To ensure each child knows the standard of presentation that is expected of them.
	+ To create consistency in standards of presentation across the school.
	+ To provide a baseline for judging acceptable standards of presentation.

# Expectations for Teaching Staff

We are the most important role model for presentation and high expectations. Use the resources available to you eg. on the IWB/Ipad – lines, grids to model good practice.

* All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed and follow the agreed Letter Join Scheme.
* All children’s work must be marked using the agreed marking and feedback policy.
* All work must be marked as agreed in the marking policy and children’s editing should be written in purple.
* When sticking work/labels/headings in books ensure they are straight and cut to size.
* Doodling on the cover of books or on work is not acceptable
* If a child is away, please ensure that their book is marked absent with the date.

# Expectations for Children

**Use of pencils and pens**

* Pencils should be used in all Maths books.
* Margins in books and on paper should be drawn in pencil if required.
* Pens should be used for ***all*** written work possible from Year 3 onwards.
* Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher’s discretion.
* When straight lines are required, a ruler should be used.

# Expectations for Handwriting

* The Letter Join scheme is the agreed scheme for teaching handwriting.
* Letter-join Plus 16 font is the preferred style for any worksheets and handouts.

# Expectations for Layout

* Up to year 1 the learning intention will be typed up and stuck into children’s books and discussed in the lesson
* In EYFS and Autumn term in Year 1, children will be taught to write the short date on work.
* Children will write the short date and in Spring 1, will begin to write the day and month (long date)
* From Year 2 onwards, children will write the long date in all subjects except Maths, when the short date will be used.
* A line will be missed after the LO.
* At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line.
* If you make a mistake, draw one neat line through the mistake and start again – do not over-write.
* To start a new paragraph, miss a line.

# Layout in Mathematics

* The previous piece of work should be ruled off.
* The LO should be written where necessary
* The date should be underlined with a ruler.
* All figures must be written neatly and clearly in the squares.
* Each calculation must be clearly numbered. There should be at least one clear square between each calculation, both horizontally and vertically.
* For solving word problems, the actual sum should be set out. The answer should be written in a sentence where it clarifies a complex problem or where the focus is on maths vocabulary.
* When using vertical layout, the answer should have ruler lines above and below an answer with the operation sign to the left or right in a separate column.
* Calculations involving decimals should see the point written in the centre of the square between the squares used for the units and tenths digits.
* Calculations which involve exchanging should see the relevant digit written *beneath*

the bottom line.