



Presentation Policy

Version	Date	Author(s)	Changes
1	September 2025	S Corry	New Policy

Policy information:

Date of ratification:	September 2025
Ratified by:	S Corry
Review frequency:	Annually
Next review due:	September 2026
Source:	School
Type of policy:	Non-statutory
Target audience	Parents, Staff and Governors

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact.

Introduction

At The Dasset C of E Primary School we believe that children should take pride in their work and how it is presented. We reward good effort and improvement in presentation within all subjects and we teach pre-cursive and cursive handwriting from Year 1 to Year 6, as appropriate. In reception the focus is on correct orientation and formation of printed letters. In the lower years this will focus on practising letter formation and in Year 3,4,5 and Year 6 this may focus more on joining and writing neatly at speed, while developing an individual style. We expect the highest possible standards and children will be asked to redo work that falls short of those standards (this decision will be made by the teacher bearing in mind their knowledge of the abilities of individual children). Teachers will discuss exceptions to the policy with the HT or English Leader.

Aims

- To establish high expectations and pride in everything we do.
- To create a clear and consistent set of guidelines for the presentation of children's learning.
- To ensure consistency across the school that is obvious in pupils' books.

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 ensure each child knows the importance of high standards of presentation.
- To share this information with parents on a regular basis.

Expectations of Pupils

We expect pupils to make good efforts to present work to a high standard. Whilst acknowledging that the development of fine motor skills varies in children, we will help and support pupils to realise the benefits and impact of well-presented work.

- Children should work in pencil. As relevant, children will have the opportunity to write in pen.
- A new piece of work will start on a new page.
- Work should always be dated on the top left and, whenever possible, the Learning Objective or title should be written/provided at the top of work. The date and title should be underlined, using a ruler.
- Titles or learning objectives will be knowledge based. E.g. We will know how We use/Using We know/To know.....
- Date
- Underline
- Miss a line
- Title
- Underline
- Miss a line

- Incorrect work should be rectified neatly with either one line through words or with the limited use of a rubber where the teacher deems this appropriate.
- Felt pen should not be used, when working directly in books.
- All straight lines should be drawn with a ruler.
- Diagrams etc. (to assist written work) should be drawn in pencil.
- These presentation guidelines will be available for children to refer to in the classroom.

Expectations of Teaching Staff

Teachers and teaching assistants are the most important role models for presentation and high expectations. Use the resources available to you, e.g. on the Interactive Whiteboard – lines, grids, board rulers to model good practice.

- All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible, consistently formed and neat and in line with the handwriting policy.
- All children's work must be marked using the agreed marking and feedback policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.

Expectations for Handwriting (See handwriting section within the Literacy Policy)

- Basic cursive script will be taught in Year 1, where appropriate for the child, and developed through the school.
- Children will use the right size letters at the appropriate times – capital letters at the start of sentences and for proper nouns.
- All parts of letters will be in proportion – that is the ascenders, centre section and descenders should all be of approximately equal size.
- Handwriting should be taught discretely or as an integral part of spelling and phonics lessons.
- We use the handwriting policy from Twinkl.
- Teacher produced writing should be in Sassoon Primary font to avoid confusion.

Monitoring of Presentation

The Senior Leadership Team will monitor examples of children's work on a termly basis to ensure that the policy is being implemented consistently.

Staff will reinforce the expectations through marking comments and pupils will be expected to make corrections as guided. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Appendix 1

Setting out written work

- 1. Your teacher will tell you to work in pencil or handwriting pen.
- 2. Put the date on the top line. Use the long date (Monday 6th January 2025) in English and the short date 5/12/2020 in other areas. It may not be appropriate for all pupils to write a date.
- 3. Underline the date using a ruler.
- 4. Miss a line then, write the lesson objective or title.
- 5. Underline the title using a ruler.
- 6. Write neatly.
- 7. Diagrams or pictures must always be in pencil.
- 8. If you make a mistake, cross through your mistake with a single straight line eg. ~~Mistake~~
- 9. Start each line on the left hand side next to the margin.

	<u>Monday 6th January</u>
	Use adjectives
1.	The Dasset CE Primary School is fant ie fantastic.
2.	My teacher is wonderful.
3.	Learning is brilliant.
4.	My exercise books are neat.

Appendix 2

Setting out your work in Mathematics

- 1. Always work in pencil.
- 2. Put the numeric date on the top line e.g. 06/01/14.
- 3. Underline the date using a ruler.
- 4. Miss a line then write the title as it is given to you.
- 5. Underline the title using a ruler.
- 6. Miss a line before starting work.
- 7. Write one digit or symbol in each square.

- 8. Show your working out – this is important.
- 9. If you make a mistake, cross through your mistake with a single straight line.

0	6	/	0	9	/	1	4				
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Addition

1.		3	5	+	2	2	=	5	7		
2.		3	5	6	+						
			6	3							
		4 ₁	1	9							
3.		3	6	+	4	=	4	0			

Non-Negotiables re books

- Neat handwriting, appropriate to child’s age and development
- Presentation policy adhered to above
- No writing or graffiti of any sort on front of books
- Teachers will label books with name, year and subject.