

## Presentation of Pupils' Work at Duncombe

Policy reviewed by: Jackie Doherty  
Policy last reviewed: April 2017  
Next review due: April 2020

**“Let me walk through the fields of paper  
touching with my wand dry stems and stunted butterflies....”  
~Denise Levertov**

### **Rationale**

- To make clear the school's approach to the presentation of pupils work and ensure a consistent and agreed approach
- To assist in raising standards of presentation in all year groups

### **Our aims are**

- To acknowledge effort, celebrate achievement and value the work of all pupils
- To set standards and raise expectations - all children should record work that is their 'best possible' standard
- To support teaching and learning
- To ensure that there is consistency and high standards in the presentation of work
- To encourage children to value and be proud of their work and their achievements
- Introduce an agreed approach to using pen and pencil in exercise books

### **General Guidelines**

Children should be led towards an understanding that the way they present their work is important. Consequently we have agreed the following principles about presentation of work across the curriculum:

All work in all subjects will:

- Be dated
- Have a learning objective
- Wherever possible, avoid the use of printed worksheets

In addition:

- Paper will be used economically, each page of the exercise book will be filled before moving on to the next page.
- There will be **no drawing** at all on the covers of books.
- Children's names will be written in neat handwriting by the child where possible, or by the teacher if not.
- Children are expected to use their neatest handwriting in all subjects. Children from Year 3 up should be joining their handwriting.
- Skills of presentation should be taught explicitly to pupils. Much of this should take place during the first weeks of the academic year ('Learning to Learn').
- Ensure children draw a single line through any errors or use an eraser.

- Introduce blue pens to Year 3 for handwriting practice in the Summer Term. Begin to develop the use of pens for writing in Year 4, and ensure that pens are used consistently in written work in Years 5 and 6.
- Red ink should be used by children to respond to marking or edit.
- Green ink should be used by teachers for written feedback.
- Work which is not in exercise books should be mounted or filed as soon as possible to avoid cluttered drawers and lost work.

### **English**

- Use a ruler when underlining.
- Rule off the last piece of work and begin work underneath. Only start a new page when there is no room on the last page.

### **Maths**

- Each digit should be written in a separate box.
- Lines should be drawn using a ruler including tables, graphs and all straight sided shapes
- Pages should be folded in half to allow for two columns of calculations.

### **Monitoring and evaluation**

- Presentation will be monitored both through normal sampling of pupil work by the SLT and Subject Leaders and through specific sampling with a presentation focus by the SLT.

### **Roles and Responsibilities**

#### **Headteacher & SLT**

- Monitoring samples of work through leadership and phase book looks.
- Developing and updating guidance on presentation for staff and pupils.
- Overall implementation of the policy.

#### **Teachers**

- Organisation of all relevant materials.
- Implementation of policy in practice.
- Ensure correct use of pen and pencil.
- Encourage high standards in presentation through quality feedback.
- Monitoring of presentation by subject leaders.

#### **Pupils**

- Use neatest handwriting in all work.
- Keep covers and pages clean with no folding, crushing or graffiti.
- Ensure all available pages are used and leave no gaps.
- Take pride in their books.