

HARESTOCK PRIMARY SCHOOL SCHOOL POLICY PRESENTATION

Updated: Pencil for Infants; lead ins from Year R

Date approved: Spring term 2018

Review Date: Spring term 2021

Rationale

At Harestock Primary School, we believe that children should be encouraged to develop the highest possible standards for presentation and handwriting. Children should have pride in their work, and should work towards developing a fluent, legible, joined script, and presenting their work so that it is neat to the reader.

Aims

- To ensure children to feel pride in a well-presented piece of work or books
- To ensure a whole school consistent approach to handwriting and presentation
- To model as staff the agreed handwriting and presentation guidelines
- To show a progression of expectation through the Year groups

Guidelines

For guidelines for each year group, see appendix 1

Non-negotiables

- The exercise books will have a sticker on the front with the child's name, class / set, Year group and subject on
- Books will be kept free from doodles and scribbles, on both the outer cover and the margins
- Adults will model layout expectation to the children whenever possible

Equal Opportunities

This policy is in line with our equal opportunities policy.

Presentation Policy guideline - Appendix 1

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Setting out work	Date written by an adult	Date written on left hand side for all activities No blank pages					
		Short date for English / Maths / other subjects			Long date for English		
			Long date for handwriting	Short date for Maths / other subjects Long date for handwriting			
				Underline headings and titles in pencil with a ruler Rule off next piece of work, if room, with a ruler in pencil			
Numbers		2 digits per square; symbol in 1 square Pencil		1 digit per square on the line for calculations Pencil			
Pen / pencil	Pencil for focus writing activities	Pencil for writing	Pencil for writing	Pencil for writing / Pens when relevant		Pencil for writing / Pens when relevant Pens for handwriting	As Year 5 <u>Summer term</u> All writing in pen
Mistakes	One neat line through the mistake; Rubbers, with teacher discretion, to be used for very small errors						
Sheets	Sheets trimmed smaller than the page; A4 / A3 folded in half (so not sticking out of the side)						
Handwriting	Lead in letters	Lead in letters moving to cursive		Fully cursive writing when relevant			