

## Presentation Policy



We love God and each other and follow the example of St Teresa.  
We enjoy learning together and doing our best in a happy, healthy and welcoming community.  
We learn to be responsible and caring citizens.  
*“Let us do little things well today”.*  
*St Teresa*

Approved by:	Governing Body	Date: <i>Pending</i>
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Last reviewed on:	July 2025 by Liz Gill
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Next review due by:	September 2026
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## **Introduction & Aims**

At St Teresa's Primary School we want children to take a pride in the written/recorded work they produce and achieve good standards of presentation. We recognise that children's self-esteem is heightened when they are able to take pride in their work.

It is vital that children can:

- present work in a neat and orderly fashion appropriate to the task;
- write quickly, comfortably and legibly as this is a skill needed in many curriculum areas;
- develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.

The English Lead provides guidance on developing children's handwriting, and we teach handwriting systematically throughout the school. See Handwriting section of English Policy.

Some additional lessons at the beginning of a term may be necessary to help children achieve the standards of presentation we are aiming for. Modelling and demonstration of '*what a good one looks like*' is key to this support and developing children's skills. It is very important to ensure consistency towards presentation of work across the school. Staff should focus on the following guidelines to ensure this consistency, taking into account the age and ability of children. Central to ensuring consistency and quality with presentation throughout the school are the high expectations of staff and a continual focus on improvement which is shared positively with the children.

## **Books**

Children are expected to keep their books well presented. They should not 'doodle' on the front cover, or indeed on pages inside. Labels are used on the front of books to show the child's name and the subject or the name of the book.

## **Presentation in R.E.**

Because we recognise that R.E. is core of the core it is expected that R.E. books reflect this expectation in terms of presentation. Pupils should be regularly reminded about the importance of presentation in their most special book.

## **General Guidelines**

- Children will write in pencil until they demonstrate sufficient ability to write fluently and legibly, at which point they will use a handwriting pen as supplied by the school. The aim is for children to be writing in pen by the end of Year 3 but this will be dependent on their readiness and they will receive a '*Pen Licence*' when ready. Children will always write in pencil in their maths books.
- Every piece of work should start on a new page, unless it is a continuation of the same piece of work eg. continued writing from the previous session could have a short date in the margin.
- Every piece of work should have a date and Can I - not underlined. Children should be encouraged to write the date and titles themselves, though for younger children, staff will do this or use other methods such as date stamps or sticky labels with dates and objectives printed on.
- Children should be encouraged to write from the left hand edge of the page, or from the left hand margin. In Nursery & EYFS, we allow for more freedom when first exploring letter shapes and formation.
- A line should be left at the top of the page before the date and objective are written
- A mistake should be crossed out with one line through it and not deleted with an eraser pen or similar. Rubbers can only be used at the teacher's discretion.
- Diagrams should be drawn in pencil with labels in either pencil or pen depending on age.

- Children will be encouraged to sit their writing on a line in lined books.
- In maths books, the short date is used and in other books children write the long date (eg. *Monday 2<sup>nd</sup> July*).
- When editing takes place a different colour pen, Purple Polishing Pen, may also be used to show where changes have been made

### **Inclusion**

We recognise that for some children presentation and developing neat handwriting may be a particular challenge. While we will still follow the guidelines set out in this policy for all children and aim to achieve the best standard of presentation possible as appropriate to the task, we always recognise and reward children's best efforts. This is of paramount importance and support will be given to children so they can achieve their best.

### **Equal Opportunities**

In line with our Equal Opportunities Policy we are committed to providing a teaching environment conducive to learning. Each child is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

Approved by Governors: 22<sup>nd</sup> May 2018

Reviewed: Summer Term 2025

To be reviewed: Summer Term 2026