

# CHOWBENT PRIMARY SCHOOL

## Presentation Policy



**Date policy agreed by Governing body:**

\_\_\_/\_\_\_/\_\_\_

Signed \_\_\_\_\_ Chair

**Date for review:**

\_\_\_/\_\_\_/\_\_\_

## BOOK PRESENTATION POLICY – April 2018

N.B.

- ❖ KS2 teachers must refer the children to the checklist before and when reviewing writing.
- ❖ Handwriting must be taught explicitly from Year 1 upwards, modelled by the teacher showing letter formations and patterns.

\*Date (on top of sticker or if written, underlined neatly with a ruler)

\* Steps: Must be given a tick or an arrow every session

\* Standard of presentation must be high in all books: cursive formation (from Year 1 onwards) must be seen in all books and the presentation standard should be high across the board.

\* Pens can be used from Y2 upwards in all writing activities. Year 2 teacher(s) should decide when children are given a ‘pen license’. Pen licenses can be withdrawn if child doesn’t maintain their standard (give opportunity to practise in pen before switching permanently to pen in handwriting practise – but not in books, to avoid the initial decline when switching from pencil to pen).

\* Any developmental comments must be followed up by the child in the next session before moving onto the session work.

\* Non- negotiables must be displayed in all books where writing activities take place. Please remember that the non- negotiables for the previous year should be used in the Autumn term and the current year non-negotiables should be used in the Spring and Summer terms. E.g. Year 3 have Y2 non negotiables for Year 3 (Autumn Term) and Year 3 negotiables for Spring and Summer terms.

\* Non- negotiable stickers must be marked by using a tick to show that the non negotiables are evident – if appropriate to that piece of writing.

\* Children should put a single line, using a ruler, through any errors that they make, when using pen. When pencil is being used, an eraser should be used to delete the mistake.

\* When editing writing, a different colour pen should be used to show that editing has taken place.

\* Teaching assistants should only stamp to show that they have worked with a child. Not mark.

\* Maths books should show one digit, one box (in pencil) Not one letter in each box.

## Presentation Rules

### Key Stage 1

- ❖ Write in pen Y2 if you have a pen license.
- ❖ Rule out any mistakes with a ruler (pen)
- ❖ Rub out any mistakes with a rubber (pencil)
- ❖ Keep writing on the lines.
- ❖ Show clear descenders
- ❖ Show clear ascenders
- ❖ In Maths place single numbers or operations in the boxes, but not letters.

## Presentation Rules

### Key Stage 2

- ❖ Date. 1/2/2018 or 1.2.18 (Maths).
- ❖ Date. 1<sup>st</sup> February 2018 (Non Maths).
- ❖ Underline dates and titles with a ruler.
- ❖ Start writing from the margin edge.
- ❖ Write in pen if you have a pen license.
- ❖ Rule out any mistakes with a ruler.
- ❖ Show any editing with a green pen.
- ❖ Any sheets stuck into books must be straight and not overlap the page.
- ❖ Neatest joined handwriting at all times.
- ❖ In books rule off work if more than  $\frac{1}{2}$  page left to fill.
- ❖ Work down the page in Maths columns.
- ❖ In Maths place single numbers or operations in the boxes, but not letters.