



Policy Adopted	Jan 2024
Review date	Jan 2026

Holt Community Primary School

Presentation Policy

We are constantly seeking to raise standards in all aspects of teaching and learning. We believe that taking pride in the presentation of work in books forms a core part of this. Pupils' books form a record of learning that has taken place during an academic year and as such need to reflect a progression, as well as provide evidence of pupils taking pride in their work.

Objectives of this policy

- To help pupils to present their work to the highest standard.
- To make sure pupils know the expectations we have of them.
- To create consistency in standards of presentation across the school.
- To provide a checklist and examples for judging standards.

Teaching

- Layout of work, neat handwriting and systematic recording methods need to be modelled so that all pupils can achieve success.
- Standards need to be maintained closely through book scrutinies and learning walks.
- Examples of good presentation should be praised, rewarded and displayed.
- Work should be marked using a green pen or highlighters.

Checklist

- Pencil to be used in all books in KS1.
- Pencil to be used in maths books throughout the school.
- Pencil to be used for drawing diagrams, tables and pictures in English and topic books throughout the school.
- Blue pens will be introduced in Year 3 with the expectation that all children are using pens by the end of Year 4.
- Fountain pens will be introduced in Year 6.
- Pink pen to be used for making corrections and responding to marking from Year 1.
- Erasers to be discouraged; errors should be crossed out with a single line.
- Books should have unmarked covers.
- All work should be dated in the top left-hand corner.
- Short date (15.1.22) should be used in KS1, in all maths books and in informal books.
- Full date (Tuesday 15 January 2022) should be used in formal books in KS2.

- All work in formal books needs a title or a learning objective written underneath the date.
- Dates and titles in formal books should be underlined with a ruler and pencil from Year 5.
- Paper glued into books needs to be straight, with no part of the paper overhanging the edge of its book.

Handwriting

- Handwriting is taught using the Twinkl scheme.
- Entry and exit points for all letters should be accurate by the end of YR.
- Separate handwriting lessons will be taught from Year 1 to Year 4.
- Handwriting lines will be used from Year 1.
- Joined handwriting lessons will be taught from Year 2.
- Pens should be used in handwriting lessons from Year 3.

Books

	YR	Y1	Y2	Y3	Y4	Y5	Y6
English	90999	148148	40088/ 18384	187895			
Maths			29807	29807			
Science		Green Book	213381	179333			
Topic			Green	179922			
French				Scrap book			
Art		20303					
Hand-writing		267600 /90514					
Spelling		90840					
Early Work				231185			
PSHE		Work kept in a folder					

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