



Gossey Lane SCHOOL

Gossey Lane Academy

PRESENTATION POLICY

2020

At Gossey Lane we believe that by addressing the quality of presentation, we will help raise attainment. Insisting on high standards of presentation will have an impact on pupil outcomes and ultimately raise standards across school.

Expectations

A high standard of presentation will be expected in all books as they underpin the quality of pupil outcomes. Therefore we must ensure that pupils have a sense of pride over their work that is upheld by all teachers across the school.

The following guidelines will be the focus of all book scrutinies.

- Children should work in pen once they have demonstrated the necessary requirements for stage 2. They will then be given a Berol Huggie pen. Once children reach stage 3 and their writing is exceptional and consistent they will be awarded a fountain pen.
- All Maths work should be completed in pencil.
- The handwriting pens provided by the school should be used for all work completed in pen.
- All children should be told to follow the school's agreed cursive handwriting style. (Please refer to the Handwriting Policy)
- Number formation should also be clear and correct (avoid reversals) • In Maths, where possible show your method, thinking and reasoning.
- All pupils must write the date at the top left hand side of the page (the short date for maths is acceptable).
- The learning objective should follow on the line underneath and all underlined using ruler.
- Where a learning objective and success criteria have been provided, these must be glued into books and the appropriate boxes completed.
- There should be a zero tolerance to spelling mistakes in titles/dates etc. therefore pupils should correct these at all times.
- Neat straight lines must be drawn through any mistakes with a strictly no scribbling out rule.
- Any grid or table should be drawn neatly using a ruler and pencil.
- Any worksheets should be stuck in neatly and carefully, lined up with the margin.

In the first instance it may be necessary to ask pupils to repeat work until they are clear about standards of presentation. Additionally teachers will address issues with presentation whilst live marking.

Pupils should be told from the very beginning about the presentation guidelines and that books must be cared for and never defaced. Staff must share the expectation's with the children from the outset. Time must be spent on ensuring pupils understand how their books should look. They should be encouraged to take care of books and avoid the pages and covers ending up repeatedly bent or folded. Policing may be necessary in the first instance to ensure they are applying all agreed rules.