



## Presentation Policy

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### **St Richard Reynolds Catholic Primary School**

**Policy:** Presentation

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#### **Aims:**

Presenting work clearly and in an organised way, is an essential skill for children to learn and its numerous benefits for children's learning is recognised at SRRCC. As children begin to present their work in a clear and organised way, they are able to easily review their own work and make necessary edits. They understand that the layout and quality of a piece of work is important for the reader and for them to convey their intentions. At SRRCC children develop the skills to independently choose an effective layout and style (including the correct medium, e.g. pen or pencil) to produce a piece of work suited to the purpose and audience.

#### **How we will achieve this:**

Children record much of their learning in their cross-curricular Learning Journal. Maths work is recorded in a separate squared exercise book; English work in an English book and R.E. work is presented in an R.E. book. The following strategies are used to aid children in presenting their work clearly and in an organised manner.

#### **Titles and Dates:**

- All work in EYFS is dated and annotated to show the learning intention and outcome. Where appropriate, work is annotated with either a reflection on the learning, the child's next learning steps or their own comments.
- In Year 1 children have a sticker at the top of all written work, which includes the appropriate date (see guidance for Year 2 and KS2) and learning objective (L.O.). Both are underlined to reflect the presentation expected when they write their own. Where appropriate success criteria is also included on the sticker.
- In Year 2 and KS2 children write the date and L.O. at the top of all written work. The date and L.O. are both left aligned and underlined using a ruler. The full date (e.g. Monday 4<sup>th</sup> September 2016) is used in Learning Journals, English books and R.E. books and the shortened date (e.g. 4/9/16) in Maths books. Writing the date on pieces of work enables children to be secure with days, months and years, as well as the various ways a date can be presented.

**Learning Journals, English books and R.E. books:**

- In EYFS and Year 1 children have wide ruled English books and in Year 1 wide ruled Learning Journals and R.E. books, as they are still developing their handwriting style.
- In Year 2 and KS2 children have narrow ruled Learning Journals, English books and R.E. books to encourage the desired size for their handwriting.
- Learning Journals have a front cover which includes the child's photo and the book will be protected with a plastic cover. The aim is to showcase the children's learning and encourage them to be proud of their achievements.
- R.E. books have a photograph of the child and the child's House Saint. These are also protected by a plastic cover. The aim is for their R.E. book to be a special book of learning and of great importance.

**Maths books:**

- All Maths books are squared and children are taught to put 1 digit in each square.
- In Year 1 children start with larger squares (20mm); in Year 2 and 3 children use smaller squares (10mm); and in Year 4 upwards children use small squares (7mm). *The size of square is in line with the needs of the child at each stage in terms of their handwriting and number formation.*
- In Year 2 and KS2 children will use a ruler to draw their own margin. Maths questions will be numbered, with the number inside the margin and working out and answers outside of the margin.

*\* If a particular book is not supporting the needs of a particular child (e.g. lines are too narrow as their handwriting style is still being formed), a more suited book is issued.*

**Writing mediums:**

- Children in Reception to Year 3 use pencil for all written work.
- In Year 4 children begin using pencil and have the opportunity to gain their pen licence if their handwriting and presentation has met required standards.
- Children in Year 4 are issued with a blue ink pen when they receive their pen licence.
- Children with pen licences in Year 4 to 6 are to only use blue ink pens (no biros, or other colours)
- Children in Year 5 and 6 are encouraged to provide their own ink pens, but will be given replacements for school handwriting pens when they run out.
- In all years, Maths work, diagrams and pictures will be drawn in pencil.

**Self-assessment:**

- Where appropriate children in Year 1 self-assess their learning at the end of a lesson by colouring a circle on the L.O. sticker, either green, orange or red. Green shows full understanding; orange some understanding, but some help needed; and red not understanding the task or learning objective at all.
- In Year 2 and KS2 children in all Maths lessons and other lessons where appropriate, self-assess their learning by colouring a square or a dot (in the margin at the end of their work) either green, orange or red dependent on their understanding. The colour representation is the same as KS1. As the children progress through KS2 children also write a self-evaluation comment to go with their colour dot.

**Handwriting:**

- Children in Reception learn pre-cursive handwriting letter formation.
- In Year 1 children begin to join their handwriting and should have developed a joined style by the end of the year.
- From Year 2 onwards, children are expected to join their handwriting.

- Across the school handwriting practise will take place at least 3 times a week and children will be taught using Letter Join and the school's formation of letters.
- Children will recognise which letters to join and which letter combinations should be left not joined and develop their own legible style.
- In Year 4 children will have the opportunity to gain their pen licence and once this has been obtained will be able to use blue ink pens for their written work. Children need to maintain a high standard of presentation to keep their pen licence.

**Other:**

- Worksheets will be trimmed to fit book sizes and stuck neatly into books.
- Photographs may be used as evidence of work (e.g. activities such as drama, debate, group work or P.E.) and will be dated and an L.O. added where needed.