

Kings Road CPS



Presentation Policy

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Excellence, in every area without compromise

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1. Introduction

At Kings Road Primary School, we take pride in all that we do.

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow.

2. Aims

The Presentation Policy aims to:

- ▶ Ensure consistency across all year groups
- ▶ Foster a sense of pride in the way the children present their work.
- ▶ Develop a sense of responsibility in the way children carry out day to day tasks.

3. Expectations

- Children should be taught to use a standard cursive style from EYFS. Adults throughout school will model this in their day to day practise, this includes; during sessions which model letter formation such as phonics and handwriting, when writing on a board and when providing feedback in books. The font '**Letter-join**' will help to facilitate this further and should be used to aid handwriting sessions.
- Write the date on the first standard line on the left side of the page and underline with a ruler in pencil.
- The long date for English and the short date for Maths. For all other subjects the short date is required.
- After the date, miss one line and write the Intent on the line beneath (KS1)
- After the Intent, a colon should be used and the word Intent (only) wrote in the margin and underlined (KS2)

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KS1 Intent

Intent: KS2

- At Kings Road we use Intent to ensure that children have an explicit understanding of what they are learning.
- If you have a title this should be written in the centre of the page after the intent and underlined. Leave a line between the intent and the title.
- Miss a line after the intent before you start your work.
- It is acceptable to use a printed intent and date where appropriate (usually KS1 and EYFS).
- Put question numbers or letters in the margin e.g. '1' or 'a'.
- Start each line of writing next to the margin.
- In English if a mistake is made then it should be crossed out neatly with one ruled pencil line.
- In Maths it is acceptable to use a rubber in order to avoid confusion when recording sums with multiple steps.
- All Maths work should be complete in pencil.
- Complete all drawings and tables in pencil.
- For decoration, diagrams and drawings in exercise books use only coloured pencils. Felt tip or gel pens should only be used for posters and other work not in exercise books, as decided by the teacher.
- KS2 If there is sufficient space left after a prior piece of work, use a ruler to draw a straight line and then start the next lesson underneath. All available space should be utilised.
- KS1 If there is sufficient space left after a prior piece of work, leave a line and then start the next lesson underneath. All available space should be utilised. From Summer term, Y2 should be lining off work in preparation for KS2.
- In Maths books there should only be one number/symbol in each square.
- Children should only blue pens unless they are editing their work in which case purple 'polishing' pens should be used.
- In y5 pen licences need to 'earned' by consistently using the correct cursive style across the curriculum as modelled in **Letter Join** with the aim of every child having achieved it by the end of Autumn 2.
- All exercise books used by pupils during the school year should be labelled appropriately on the front cover and not handwritten.
- Impact – these are only to be complete in purple pen at the end of each topic across the curriculum.

4. Moderation

Moderation of standards of presentation will continue to play an intrinsic part within our schools on-going evaluation of teaching and learning. It may be observed/ assessed informally during times such as lesson drop-in's, Learning Walk Wednesdays and informal conversations, and more formally within times such as book looks, Tracking and Progress meetings and formal lesson observations.



How to set my work out...

In my English book I need to remember to: Not write on the wide line at the

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Intent:

Suddenly he turned around and

top.

Write the date next to the margin, on the first narrow line, and underline it with a ruler.

Miss a line

Write the Intent in the margin and underline it with a ruler.

Miss another line before I start my work.

In my Maths book I need to remember to:

07.09.21

Intent

1 + 2 = 5 - 3

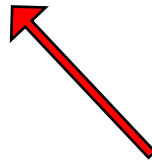
Write the short date on the second line down and underline it with a pencil.

Miss a line

Write the Intent and underline only the word Intent with a ruler.



Miss another line before I start my work.



Only put 1 number in each box

In my Science, Ignite, PSHE and RE book I need to remember to:

07.09.21

Intent:

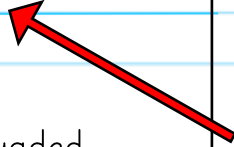
The Romans invaded



Not write on the wide line at the top.



Write the short date next to the margin, on the first narrow line, and underline it with a ruler.



Miss a line



Write the Intent in the margin and underline it with a ruler.



Miss another line before I start my work.