



OLD BEXLEY CE PRIMARY SCHOOL

Love God ♦ Love Each Other ♦ Love Learning

*Happy Children and Limitless Learning in an Anglican Christian School
A place where everyone can flourish*

Reviewed	Agreed by Staff	Agreed by Governors	Review Date
September 2023	September 2023	September 2023	September 2024

At Old Bexley CE Primary School, we aim to provide the best possible education for each child within the context of a caring Christian community.

Our school values are the Fruit of the Spirit – Love, Joy, Peace, Patience, Goodness, Kindness, Faithfulness, Gentleness and Self-Control (Galatians 5: 22-23) These values promote inclusion, respect and empathy whilst our broad and balanced curriculum inspires aspirational, lifelong learners. They underpin all aspects of school life, including behaviour and relationships within the school.

Presentation Policy

Aims:

- To establish high expectations and pride in everything we do – pupils and staff.
- To create a clear and consistent set of guidelines for the presentation of pupil's learning in all subjects.
- All children must be encouraged to take pride in caring for and looking after their books as well as presenting learning effectively.

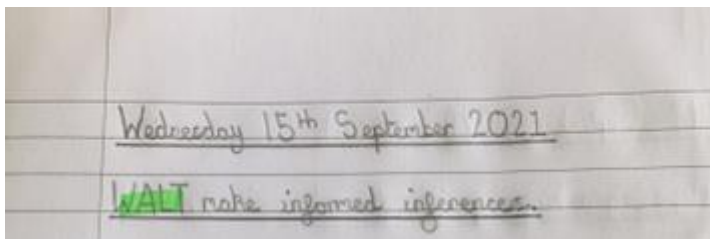
Objectives:

- To motivate each pupil to present their work to the best of their ability.
- For every pupil to be proud of their work.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure that every child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation throughout the school.

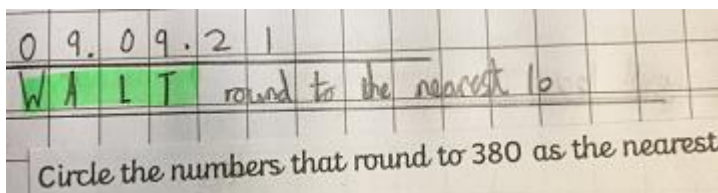
In all learning:

- Children's names and class must be written neatly on the front cover by an adult with a sharpie pen.
- All writing in books must be continuous cursive (children's and adults).
- Sticking in paper/worksheets materials MUST be kept to a minimum. It must be trimmed and stuck in neatly. Wherever possible photocopies will not be used.
- There is no graffiti/scribbling on books.

- Child presentation expectations (KS2) should be neatly stuck on the inside of the front cover.
- At the start of a new piece of work, miss a line under the last piece of work or feedback/response, rule off and start on a new line. Do not leave a blank page.
- Any mistakes to be crossed out neatly with a ruler.
- Pictures and illustrations must be kept to a minimum and only used if it enhances or reinforces learning. These must be drawn in pencil at all times.
- All WALTs and titles to be underlined using a ruler.
- Maths books will have 2 square margin down the side of each page. These must be drawn in pencil.
- One digit per square in maths books.
- Each calculation and subsequent answer must be clearly numbered on the margin but also distinguishable from workings out/notes.
- Date to be written from the margin on the second line down. All subjects, except maths, will have the full written date; day, month, year. A line must be left after the title. This will be replicated if the date is being typed and stuck in by the teacher.
- The use of rubbers should be kept to a minimum.



- Maths will have the short date; day, month, year:



- Peer marking will be written neatly in purple pen.
- Any lines drawn in books must be done using a ruler.
- Charts and diagrams will be drawn in pencil.
- Children will only be allowed to use pen when they have achieved neat, cursive handwriting (pen licence).
- New paragraphs will be indicated by missing one line (Year 2, 3 and 4) and will progress to indentation in year 4, if ready, but definitely in years 5 and 6.
- Only school approved pens to be used.
- Pencils only to be used in maths books.
- No felt tips to be used in any books.

Further development:

- Any poor quality presentation must be picked up by the teacher with evidence that the children have responded to this.
- Presentation of books is of a very high quality and is consistent in every subject.
- Every page has the same level of care, attention and detail.

- The book must show a journey of the child's progress and learning.
- Teacher's handwriting, spelling and grammar is exemplary (no mistakes).
- No messy crossing out.
- Books will be sent home at the end of the year to showcase the children's learning journey to parents (with the exception of Year 6. Year 5 will be sent the following October half term).

Monitoring of presentation:

- Head of Year, subject leaders and SLT will monitor presentation regularly and pick up on any children who are not meeting the expectations. Praise will also be given to children whose books are exemplary.