



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 Nelson 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

	Y1	Y2	Y3	Y4	Y5	Y6
Formal Books						
English	148148	40088	187895			
Maths		29807	29807			
Science		213381	179933			
Topic			179922			
Informal Books						
Art	20303					
Hand-writing	90514					
Spelling	90840					