

St. Saviour's Church of England Junior School



# PRESENTATION POLICY

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<b>Policy:</b>	Presentation Policy
<b>Review Period:</b>	Annual
<b>Ratified by Governing Body:</b>	February 2026
<b>Date of next review:</b>	February 2027

## Presentation Policy

All children are unique in the eyes of God and, as such, we want them to excel. We aim to encourage our pupils to attain the highest standard of academic achievement. We believe that we can achieve this aim by encouraging children to take a pride in their work and only being satisfied with their best effort. This policy sets out a consistent approach to presentation across the curriculum by giving simple, practical steps to secure consistently good presentation. Teachers should not be afraid to reject a piece of work which they do not consider to be of an acceptable standard; they may request a child to repeat the work, either in school, or at home.

### General Presentation:

- Year Group Leaders with the Senior Leadership Team decide which exercise books, containing which type of paper / line / square size are appropriate in all subjects. This will be consistent across a year group and progressive in terms of size of book and line and square spacing through the school. This will be monitored by the Leadership Team as part of their book trawl/work scrutiny exercises.
- Books will be clearly labelled with the child's name, subject and class or set. If children cannot label books themselves, this will be done by an adult by hand or by sticker.
- Where children deface or have made a mess of labelling / front covers, this shall be rectified by using a sticker label or re-covering the book.
- Plastic covers are to be used on all core subject books with other subject books covered if/when necessary (except Art).

**English, Topic, Science and other work:**

- Children should be given time to read, clarify and respond to marking at the start of lessons.
- At the beginning of a piece of work the child will rule off the last piece of work.
- The date will be written in full form on the left-hand side of the page at the start of a new piece of work – using capitals for day and month.
- The title and/or WALT, will be written below (or on a sticker). For CUSP lessons, the Lesson Question is pre-printed on the Knowledge Note.
- Capital letters and spellings should be copied accurately from the board, these should be corrected fully or done again if not accurate.
- Both date and title will be underlined using a ruler, in pencil.
- Children may self-assess / improve / edit using a purple pen.
- Errors will be crossed through with a straight line. Tippex is not allowed in school. Erasers can be used where it is not practical to cross out.
- Marking of work will be consistent following our Marking and Feedback Policy.

**Mathematics:**

- The date will be written on the left-hand side in digit form, eg. 6.11.16.
- The title and WALT, will be written below (or on a sticker).
- Both date and title will be underlined using a ruler and pencil – from Year 4.
- When appropriate, pupils will work vertically down half of the page at a time. Children should draw a central margin (2 squares wide, 1 square in books with large squares) for this purpose – using a ruler and pencil.
- Due to transition from the primary school, Year 3 children will begin by drawing one margin on the left side of the page and use across the page until a time when it would be more appropriate for them to have a middle margin as well such as the introduction of column addition and subtraction.
- Work should be ruled off at the end of a lesson.
- Maths work in Years 4,5 and 6 is completed in pen.
- Errors will be crossed out using a pencil and a ruler, not erased.
- Marking of work will be consistent following our Marking and Feedback policy.

**Handwriting:**

St. Saviour's handwriting policy is that children will be taught a cursive style, with a consistent, legible letter formation using the agreed scheme Letter Join. Children write in pen from Year 3 (except in Year 3 maths books).

**Pens:**

Children are asked to write in BLUE pen, generally a Berol 'handwriter' though we have some flexibility if children have a particular need.