



Balby Central Primary School

Policy for Presentation

DRAFT

Date of Policy: October 2014

Approved by the Governing Body:

Review Date: October 2016

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Presentation Policy

At Balby Central Primary School we believe that well-presented work helps to raise standards, it ensures that children take pride in and have a sense of ownership of their work. We ensure that work in all books and in all subjects is of an equally high standard.

Book covers should include

- Child's full name
- Teacher's name
- Subject
- Year group
- An indication of what ability groups the children are in (the form of this is left to the teacher's discretion)

Children should not write on the covers of their books

Date of work in books

- Full written date in all books except numeracy when the digital date will be appropriate
- For younger children, teachers are encouraged to work towards this standard as soon as the children are able
- Date is left aligned and underlined with a ruler

Title of work in books

- A short learning outcome should be the title, in KS1 this can be printed and stuck in children's books or written neatly by an adult
- Titles should be left aligned and underlined with a ruler
- For younger children, teachers are encouraged to work towards this standard as soon as the children are able

Finishing work

- Children should not rule off on completion of a piece of work. Space should be left for the teacher's comments.
- Work should be completed on all pages in work books

General presentation

- Children should use pencil crayons when illustrating work in books
- Teachers should encourage a good standard of presentation overall
- Errors should be crossed out with a single pencil line i.e. ~~what~~
- Children may use rubbers at the teacher's' discretion
- When squared paper is used for Maths, 1 digit is written in each box and a line is left between each sum
- Teachers marking should reflect the high standards of presentation expected of the children, using the schools adopted handwriting style unless this mitigates the child's ability to read the comment.
- The handwriting policy should be adhered to at all times

Presentation on teaching boards

- Full date and digital date should be written on the board each day, both underlined.
- If the title of the work is written on the board this should be left aligned and underlined
- Teachers should write on the board using the schools adopted style unless this mitigates the children's ability to read the text.

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