

# Stratford-sub-Castle Church of England VC Primary School

*Life in all its fullness* John 10:10

## **Presentation Policy**

The *Presentation Policy* was reviewed during the Autumn Term 2025.  
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	<b>26.11.25</b>
REVIEW DATE:	<b>November 2028</b>
REVIEW CYCLE:	<b>Three years</b>
AUTHOR:	<b>Mrs Justine Watkins</b>
HEADTEACHER:	<b>Mrs Justine Watkins</b>
CHAIR OF GOVERNORS:	<b>Mr Andy Mintram</b>
TO BE READ IN CONJUNCTION WITH:	<b><i>Aims of the School</i></b> <b><i>Handwriting Policy</i></b> <b><i>Marking for Learning Policy.</i></b>

# **Presentation Policy**

## **Purpose**

- to fuel **aspiration** and **achievement** and to foster **celebrations** of success in all its forms
- to fulfil the aims of the school through a consistent approach to presentation
- to raise standards of attainment.

## **Statement of Aims**

- to foster pride in and an awareness of aesthetic presentation of work
- to promote effective communication
- to promote positive self-image and high self-esteem
- to promote ownership of learning.

## **Implementation**

Class teachers have responsibility for the implementation of this policy.

## **Statement of Principles**

We believe

- pupils should develop an awareness of the importance of clear presentation in order to communicate effectively
- a balance between content, creativity and aesthetic quality must be struck within any piece of work
- a variety of learning styles and individual needs should be catered for – unnecessary constraints should not be imposed upon children
- creative responses should be encouraged.

## **Agreed Conventions**

A set of conventions for the presentation of work has been agreed. It is implemented throughout the school.

DATE: Written on left hand of the page. Underlined with a ruler. Mathematics: **05/07/21, 05.07.21** (know alternatives) Written work: **Monday 5<sup>th</sup> July 2021**.

UNDERLINING: Write first, then under-line (under!); use a ruler for all straight lines.

WALT (We Are Learning To): Move down from top line. Underline with a ruler. The WALT is the learning objective (it needs to make sense and link to the progression document).

DRAW: In pencil.

COLOUR/SHADE: In pencil. (No felt-tips / gel pens, except highlighting!)

WRITE: With an appropriate implement. Encourage choice and take account of learning styles and needs. Best work to be in pen, blue or black ink. English Books/lined books - generally in pen (note-taking may be in pencil), Mathematics Books - generally in pencil

*See Handwriting Policy*

RUBBERS: Encourage the appropriate use of rubbers. (Mistakes are learning opportunities, we want to see working out and value it highly)

LINEGUIDES: Always used when writing on plain paper.

GRIDS: One digit one square!

NAMES: Children write their full names on work completed on paper.

FRONT COVERS OF BOOKS: Full names, subject title and date the book was commenced. Each year group has a coloured sticker to indicate the cohort.

**Doodling/drawing on front covers of books is not accepted. Stickers are permitted on personal Reading Records.**

STICKING IN PAPER: worksheets or any other additional pieces of paper are to be trimmed or folded with the least number of folds.

## **Handwriting**

Not every occasion warrants 'best' writing. It is expected that children will write with a degree of care at an appropriate speed for most normal purposes so that their writing is legible and fluent and not too painstakingly produced. 'Best' writing is reserved for those occasions when attention can be concentrated on the mechanical skills of writing and when there is seen to be a clear purpose for producing aesthetically pleasing work. Children may use a pen when their handwriting reduces to approx. 7mm and a cursive style is emerging.

By the end of Year 6, we aim for our pupils:

- to develop a legible, fluent handwriting style; using continuous cursive letters leading to the automatic production of letters and words in independent writing
- to enjoy learning and develop their handwriting with a sense of achievement and pride
- to understand the importance of clear presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning.

## **Monitoring**

The effective implementation of this policy is monitored every half-term by the Headteacher, Deputy Headteacher and/or subject leaders.

## **Impact**

This policy will have been effective if the purpose and aims of this policy have been met.