



ST ANTHONY'S CATHOLIC PRIMARY SCHOOL **PRESENTATION POLICY**

1. MISSION STATEMENT

At St Anthony's the teachings of Jesus Christ and the beliefs and practices of the Catholic Church are fundamental to the whole life of the school.

Together with parents, we aim to create a safe, positive, and caring environment, where the uniqueness and essential value of all members of the school community are recognised and there are opportunities for all to realise their full potential.

2. AIMS

At St. Anthony's, we believe that neat, well-presented work is an important element in encouraging children to have self-respect and to take pride in their learning. Children must be able to write with ease, speed and legibility to maximise the fluency, quality and quantity of their work. Children must be given the tools they need to record their work in both writing and pictorially to communicate their learning and their knowledge and understanding of different contexts.

At St Anthony's Catholic Primary School, we aim:

- To teach the importance of clear and neat presentation in order to communicate their meaning effectively
- To develop a sense of pride in the presentation of their work
- To provide equal opportunities for all pupils to achieve success in their learning.
- To teach clear, concise, legible handwriting.
- To present work neatly to a variety of audiences.
- To promote confidence and self-esteem.

In order to achieve these aims, the following principles are followed:

- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate using Letter join.
- Presentation is a given importance in all areas of the curriculum.
- Pride in work is encouraged at every level and is consistently and regularly commented on.

3. HANDWRITING

Foundation Stage children should be taught to form letters correctly using the appropriate stage in the letter join scheme. Teachers are mindful about preparing children's fine motor skills ready for writing and ensure that children are ready to progress. Children will be taught joined up handwriting from Y1 onwards, and will develop their lead in and exit strokes to form letters.

Children will be allowed to write using pencil only in Foundation Stage and Key Stage One. Pens will be used within Key Stage Two once an agreed level of skill has been achieved.

Handwriting will follow the Letter join Handwriting Scheme [as per the Handwriting Policy].

4. SETTING OUT

Teachers will give specific guidance to the children about setting out their work whilst they are teaching. The main aim is to encourage good habits and pride in their work which can lead to higher standards. Below are some pointers that will guide pupils and teachers in some areas that may need specific instructions.

Diagrams and Maps:

- Diagrams should be drawn in pencil.
- All labels should be indicated with a ruled pencil line.
- Labelling should be written horizontally.

Sticking into Books

- When it is absolutely necessary to use worksheets, these should be trimmed or folded to fit the book so that none of the worksheet sticks out from between the pages of the book.

Felt Pens

- Should not be used in any workbook, as they tend to “leak” through the paper.
- If being used for artwork, then it is up to teachers to use their professional judgement.

Mistakes

- Tipp-ex and eraser pens should not be used. In the event of a mistake being made in pen, a single line should be drawn through it using a pencil and ruler.
- Children should not use rubbers. Rubbers may be used at the teacher’s discretion to erase minor mistakes, especially on presentation pieces.

Front of book

- Books will be labelled using electronically produced labels stating the child’s name, year group, curriculum area and teacher’s name.

Defacing

- Children must not, under any circumstances, be allowed to deface any book by doodling, filling in letter shapes, or by any other inappropriate use of their pen or pencil. Children found doing so will be given a warning and where necessary, will be spoken to by a senior leader.

APPENDIX:

What work should look like in books.

Write the date here

Use a ruler to underline the date in pencil

Leave a line under the date

01.09.15

Writing about myself

Leave a line under the title

My name is Thomas and I am six years old. I live in a large house with my parents and my sister.

I have a dog called Bob. He like to play in the garden with me. I throw balls and he can fetch them.

Leave a line when you start a new paragraph

1. Here are three things that I like to do:
2. Going to the beach and building sandcastles
3. Eating ice-cream

Listening to really loud music.

Numbers go in the margin with a dot after the digit

Write the date here

Use a ruler to underline the date in pencil.

Leave a line under the title.

Wednesday 1st September

Plants

~~Leaf~~
Leaf

roots

stem

Write labels horizontally.

If you make a mistake, draw a single line through it using a ruler and pencil.

Use a ruler and a pencil to draw lines from your labels to the diagram.

