



# Melcombe Primary School Presentation Policy

Reviewed by: Natasha Moffatt

Date adopted: 28/11/19

Signed D. Charman.....

Date 28/11/19.....

Dennis Charman  
Chair of the Governing Board

Date for review: 28/11/21

## Introduction

The purpose of this policy is to ensure that all staff are aware of the presentation expectations across the school, in order to ensure consistency.

## General Presentation Expectations

- Children in EYFS and Year 1 will write in pencil
- Children can get a pen licence in Year 2; all children will be writing in pen by Year 3
- Children do editing and revisions of work in green pen
- Learning objectives and dates should be clear on all pieces of work.
- Errors are crossed out neatly with 1 line
- Maths and literacy presentation criteria to be displayed in classrooms

## Maths Presentation Criteria

- Years 1 – 4 to use 10mm squares
- Years 5 & 6 to use 7mm squares
- 1 digit per square
- Margins to be drawn with a ruler and pencil
- Margins to be 3 squares wide
- Short date to be written on each piece of work
- Corrections to be done in green pen

- Mathematical drawings to be done in pencil

### **Literacy Presentation Criteria**

- Children to write on every other line
- Long date to be written on each piece of work
- Edits and revisions to be done in green pen

### **Handwriting**

We follow the Penpals Handwriting Scheme. This is in line with the National Curriculum expectations for handwriting.