



Melcombe Primary School Presentation Policy

Reviewed by: Alison Bridges

Date adopted: 24th October 2017

Signed Dennis Charman

Date 24-Oct-2017.

Dennis Charman
Chair of the Governing Board

Date for Review: 24th October 2019

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

Verbal Presentations

- All children will have opportunities throughout the year to make verbal presentations - either to their peers (in class or assemblies) or parents (exit points and drama productions).
- Children will be encouraged to speak clearly
- Children will learn how to speak with emphasis and intonation which is age appropriate

Handwriting

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