



Parklee Community School

Presentation Policy

Mission Statement

“Enjoy, Engage, Empower”

Positivity, Aspiration, Resilience, Kindness, Loyalty, Empathy, Excellence

We aim for clear and well-presented work at all times.

1. A sharp HB pencil to be used and in Key stage 2 blue manuscript or ball point handwriting pens can be used. Trial Fountain pens will some fluent writers.
2. Children to use pencils until they are fluent writers at which point they can receive a ‘Pen Licence’. There must be flexibility with this as some children may prefer to interchange between and pen and pencil. To maintain the handwriting standard using the pen must be monitored and assessed regularly (going back to pencil is not a punishment more of a practise / polish of skills)
3. All children from EYFS up to Y6 can carry out writing in various types of pen during handwriting practise for enjoyment and experience.
4. A new piece of work to begin on a new page each day. “New day, new start, new page.” But teachers can use judgement on this for shorter activities recorded.
5. All work should be dated and have L.O. (Learning Objective) / Title / Can I? statements
6. The full date including year and L.O/ Title / Can I? statements to begin by the margin or the left side of the page. The Mathematics Date is in numbers.
7. Children must be encouraged to set out work correctly – (date, underline, miss a line, L.O or Title, underline, miss a line, start) DUM LUM / DUM TUM
8. EYFS and KS1 to stick in the Date, L.O / Title / Can I? statements
9. Years 2 (summer term) - 6 underline the date and L.O / Title / Can I? statements, using a pencil and ruler (Year 2 from summer term).
10. Work to be numbered when necessary (margin to be used where available).
11. When children self-mark and edit (Fix It), they should mark, edit and polish in purple pen and be encouraged to ensure ticks are small and neat.
12. Crossing out to be actively discouraged – minimal use of erasers. A single line drawn (horizontally or diagonally depending on the mistake), with a ruler and pencil through mistakes. *Children need to know mistakes are part of the editing process.
13. In Maths, one digit per square.
14. In Maths, pencil to be used always.
15. Use a ruler for all straight lines accurately drawn with pencil.
16. There should be no unfinished work in books – if a child was absent for a task already placed in books, please indicate the reason.

17. Avoid over-use of worksheets in books. Where scaffolds are required to be used print small and trim the sheets so they can be stuck in neatly and in line, parallel with the pages. Avoid sticking in folded sheets.
18. Avoid colouring and shading in unless it is appropriate to the task eg a key in Geography or labelling in Science.
19. Aim for one piece of Maths and English per day (4 +1 shorter task) and aim for one piece of recorded work per lesson for all other subjects. Depending on the task this may not always be possible and in these circumstances keep photographic evidence in an electronic folder or QR code ready to share or clearly highlight the outcomes in your planning. You can also print photographs for sticking in pupil books or a collage at the end of the unit.

Front cover of Pupil books:

*Child's Full name

*Year group

*Subject area should read:

- English
- Mathematics
- Science
- History and Geography (not Humanities)
- Religious Education
- Computing
- PSHE
- Art
- Design Technology

Subject	Colour
Progress Books	Hard Back - Dark Blue
English	Red
Maths	Blue
RE	Purple
Science	Green
History / Geography	Yellow
PSHE (Jigsaw)	Pink
Art	Sketch Book - Black
DT	Grey Books KS2 Floor book / Display KS1

Policy Agreed: July 2022