



Presentation Policy

2024-2025

Date approved: 06/12/24

Reviewed: December 2025

Signed: _____ S. Simpson (Chair of Governors)

Date:

Signed: _____ S.K. Watson (Headteacher)

Date:

The guidance outlined in this document focuses on the presentation of written work. However, we believe that presentation goes well beyond the written page. It is an approach to learning which includes the tidiness of our classrooms, trays and even in ourselves, expressing a care and a pride in all we do.

From an appropriate point in Year 2, teachers introduce and consistently expect children to use DUMTUMS to present their work. **'How I present my work'** is clearly displayed at the front of the classroom near the whiteboard and on children's tables.

How I present my work

- Start your work on the left of the page beside the margin
- Use the short date for **maths**, remember to underline the date : 05/09/22 (use 6 digits)
- Use the long DATE for **English and all other subjects**, remember to UNDERLINE the date with a ruler : Wednesday 5th September
- MISS a line
- Write the TITLE and UNDERLINE it
- MISS a line
- START your work
- Keep your writing neat
- At the end of your work draw a line before you start the next piece of work
- Remember to use both the **whole page** and **every page** in your book

Maths and Science

- Work in pencil (unless told otherwise)
- In maths, EYFS and Year 1 children use books with 2cm squares, Year 2/3/4/5/6 use books with 1cm squares
- Only one digit/symbol must be used per square when writing calculations
- Every piece of work must start with the learning objective which must be underneath the date with a line left blank in between the two
- Rulers to be used when drawing straight lines e.g. drawing the lines below a written calculation, labelling a diagram, drawing the axes, bars on a graph
- All ruling should be on lines already printed in the book
- When you make a mistake either rub it out carefully or draw one line through your mistake, then write the correct calculation at the side
- Write horizontally when writing labels

English and Cross-curricular

- Work in pencil - unless the child has already earned their Pen Licence. There will be a provisional training period until 1st October from which teachers will award pen licences
- In Key Stage 2, once children are joining letters correctly; writing is neat and the correct size they will earn a 'Pen Licence' entitling them to write in black ink using a school pen
- Every piece of work must have the long date written: Thursday 7th September
- Every piece of work must start with the learning objective which must be underneath the date with a line left blank in between the two
- When writing on plain paper, line guides are to be used

General

- Colouring in should be in coloured pencils/crayons
- Any worksheets used must be centred neatly on the page when stuck in books
- Books must not be 'doodled' on or in
- Written work must be left to right and top to bottom of the page

Presentation expectations for adults

- In Foundation Stage and Key Stage 1 staff record the date and learning objective themselves
- In Foundation Stage and for some children in Key Stage 1 staff will re-write what the child has written either above or under the child's writing
- Children are expected to write letters in the correct place on lines
- Children are expected to write letters and numbers correctly both in terms of formation and size
- From Year 2 children are expected to self-correct punctuation and grammar errors with their purple polishing pen
- Staff use these agreed presentation guidelines when modelling recorded work with children
- Staff use the cursive handwriting style when modelling writing on the whiteboard as well as writing comments in pupils' books