



GILLINGSTOOL PRIMARY SCHOOL

Inspire ~ Believe ~ Achieve



Presentation Policy

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: November 2022

Signed 

Name: Caroline Carter

Headteacher

Date: November 2022

Rationale:

At Gillingstool, integrity and inclusivity are at the heart of everything we do for our children. In partnership with our parents and the wider community, we provide a unique environment within a vibrant and caring school – inspiring our children’s passion for ambitious, life-long learning. This is delivered through consistently high standards in teaching, learning and behaviour. By working together with respect, enthusiasm and care towards all others, we at Gillingstool promote happiness, kindness and honesty. As such, we expect this high standards from our children also, and that is why our presentation policy is key.

Purpose:

- To ensure children reach their full potential.
- To ensure that each piece of work is the best that it can be.
- To ensure children demand high standards from themselves and others.
- To ensure children are ready for the workplace.

Guidelines:

English and wider curriculum

EYFS

- EYFS write LF on left side
- EYFS Short date on right hand side.
- EYFS to start on lined paper at teacher’s discretion.
- EYFS to use wider lined books.
- NB: Continuous provision to be identified with code ‘CP’. No LF required.

KS1

- KS1 Label (date, LF, support, WILF) stuck on left hand side.
- KS1 If an error has been made child should erase and correct with their pencil.
- Children to write on every other line for all work so they can edit using the line above.
- KS1 children to use pencils and purple pens for editing only.
- Any worksheets will be trimmed by adults and stuck in to books by the children.

KS2

- Children write long date on the left, underlined with a ruler and pencil.
- Children write LF underneath date on the left. Underlined with a ruler and pencil.
- Front covers to be labelled with child’s name, subject, year group and book number.

- KS2 If an error has been made child should erase and correct with their pencil.
- Children to write on every other line for all work so they can edit using the line above.
- Children are not allowed to doodle on their book covers.
- Poor work is done again at an appropriate time.
- Incomplete work is to be done, where appropriate, in the children's own time with a reasonable deadline and if necessary, a note to parents.

Maths

EYFS

- write LF on left side
- Short date on right hand side.
- 2cm squared paper.

KS1

- Label (date, LF, support, WILF) stuck on left hand side.
- If an error has been made child should erase and correct with their pencil.
- All children should use 1 digit per square.
- Any worksheets will be trimmed by adults and stuck in to books by the children.

KS2

- Children write short date on the left, underlined with a ruler and pencil.
- Children write LF underneath date on the left. Underlined with a ruler and a pencil.
- .
- Front covers to be labelled with child's name, subject, year group and book number.
- KS2 If an error has been made child should erase and correct with their pencil.
- .
- Children are not allowed to doodle on their book covers. Poor work is done again at an appropriate time.
- Incomplete work is to be done, where appropriate, in the children's own time with a reasonable deadline and if necessary, a note to parents.
- Corrections should be written by the original working out using a purple pen.

Humanities/Science

KS1

- Label (date, LF, support, WILF) stuck on left hand side.
- If an error has been made child should erase and correct with their pencil.
- Children to write on every other line for all work so they can edit using the line above.
- Children to use pencils and purple pens for editing..
- Any worksheets will be trimmed by adults and stuck in to books by the children.

KS2

- Children write short date on the left, underlined with a ruler and pencil.
- Children write LF underneath date on the left. Underlined with a ruler and pencil.
- Front covers to be labelled with child's name, subject, year group and book number.
- If an error has been made child should erase and correct with their pencil.
- Children to write on every other line for all work so they can edit using the line above.
- Children are not allowed to doodle on their book covers.
- Poor work is done again at an appropriate time.
- Incomplete work is to be done, where appropriate, in the children's own time with a reasonable deadline and if necessary, a note to parents.

Art

- All year groups to have sketch books.
- Front cover to be designed by the children using silver pens. It must say their name and 'sketch book'. No year group required as they will go up with the children.
- Children to use each right hand page to draw/sketch/paint etc.
- The left hand page will be used for the short date and a short explanation of the task. I.e. 'Our final task was to design a christmas card using a range of printing techniques...'
- Any other art work **not** linked to the unit should be at the back of the sketch books.
- Art work should not be marked by a teacher.