Presentation Policy

Vision Statement

Our Ospringe School family's Christian Ethos of Nurture-Grow-Succeed is underpinned by Jesus' Parable of the Mustard Seed. We nurture a joyful, family-centred community where all feel rooted, valued and inspired. Through play and exploration, we foster curiosity, confidence and a lifelong love of learning. Our strong, effective curriculum embraces the richness of Faversham and the wider world. We empower our children to become stewards of creation and be vocal advocates for themselves and others. We create a safe, warm, inclusive nest in our nurturing branches, where children grow in kindness, resilience and wonder ready to flourish as compassionate individuals.





Our Christian Values

Compassion
Forgiveness
Equality
Honesty
Perseverance
Courage

Policy Review		
Last Review	Approved by GB	Next Review Due
September 2026	September 2026	September 2027

Aims

To establish high expectations and pride in everything we do – both of ourselves and of the children.

To create a clear and consistent set of guidelines for the presentation of children's learning.

Objectives

- To motivate each individual to present their work in the best possible way
- To enable children to recognise work that is presented to a high standard
- To ensure each child knows the standard of presentation that is expected of them.

For teachers

- To create consistency in standards of presentation across the school
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Staff

- Remember – you are the most importable role model for presentation and high expectations! Use the resources available to you e.g. on IWB – lines, grids to model good practice.
- All handwriting which is on display for the children – on the IWB, books, flip charts, display – should be joined, legible, consistently formed and neat.
- All children's work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size. Activity worksheets should be trimmed to fit within the page area and stuck into books by adults or supervised children. No sheets should protrude from books when closed.

Expectations for Children

Use of pencils and pens

- Pencils should be used in all Maths books, for all diagrams and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil if required.
- Pens should be used for written work as soon as possible from year 2 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.
- Pens must be a range of appropriate handwriting pens in accordance with the handwriting policy. No ballpoint, biros or felt pens should be used.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Expectations for handwriting

- The cursive style is the agreed style for handwriting from year 2 onwards.
- Use the right size letters when you need to – Capital letters at the start of sentences and for proper nouns.
- Handwriting is taught as an integral part of English, spelling and phonics lessons.
- Bubbles in place of full stops or dots above the letter 'l' are not acceptable.

Expectations for layout

- At the start of a new piece of work, miss a line under the last piece of work, rule off and start a new line. Don't leave a blank page.
- For all pieces of work, the date and title are provided for the children to stick into their books.
- Miss a line under the learning focus and start writing on the left -hand side.
- If you make a mistake draw one neat line through the mistake and start again – do not over-write.
- Write on the line. Do not write in the margin.

Monitoring of Presentation policy

- Regular work scrutiny by staff, including subject leaders will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.

Presentation Guide **Key Stage 1**
The date and learning focus will be on the right- hand side at the top of my work on a sticker or on a learning page (created by the teacher).
I will not leave blank pages in my books. If I start new work I will underline my previous piece of work before writing the date.
If I make a mistake I will put one neat line through it.
I will write on the lines in my book. I will always write from left to right and start at the margin.
I will use pencil in my books or pen if my teacher has agreed this.
I will always present my work neatly and try to use clear and concise handwriting.
I will not draw on the front of my book or on any labels.

Presentation Guide **Key Stage 2**
The date will be on the right- hand side at the top of my work.
The date and learning focus will be at the top of my work on a sticker or on a learning page (created by the teacher).
I will not leave blank pages in my books. If I start new work I will underline my previous piece of work with a ruler and pencil before writing the date.
If I make a mistake I will put one neat line through it.
I will write on the lines in my book. I will always write from left to right and start at the margin.
I will use pencil in my books or pen if my teacher has agreed this.
I will always present my work neatly and try to use cursive handwriting.
I will not draw on the front of my book or on any labels.