



GIGGLESWICK SCHOOL

Prep School Presentation Policy

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1 INTRODUCTION AND RATIONALE

The standard of presentation of a child's work depends wholly on the individual requirements of each teacher, each subject, and each child's relevant age and ability.

However, the initial impact of a piece of work is important. Work that is aesthetically pleasing could be rewarded with credits (or equivalent e.g. Values Award), verbal praise, and displaying work, instilling a sense of pride in the work that they produce. Further details are provided in the school's Rewards and Sanctions Policy.

2 IMPLEMENTATION

There are certain guidelines that we as a school have agreed are the minimum standards (from Year 2) that are acceptable. Some of these standards can be introduced in the summer term of Year 1 if deemed appropriate:

- Always have a title or learning objective which should be underlined using a ruler.
Always have the date (numerical in maths). The date should be on the left-hand side of the page and be underlined with a rule.
- Remember "DUMTUMS": **D**ate-**U**nderline-**M**iss-a-line; **T**itle-**U**nderline-**M**iss-a-line; **S**tart
- Always have a margin (except for Maths books). These may be drawn if specific work requires.
- Always begin writing at the edge of the margin. Do not indent paragraphs.
- Always maintain neat handwriting. Cursive handwriting is taught from Key Stage 2 and encouraged in accordance with the school's handwriting policy.
- Ink pens will be introduced from Year 4 upwards (Year 3 if applicable), and fully adopted in Year 5. (No ball points or biro: strictly roller balls and Berol handwriting pens. However, some leeway must be made for left-handers. Blue/black ink must be used at all times unless for a specific task.). Pencils are used in Maths throughout the school.
- Those who do not write in pen should use a sharp pencil. (HB and 2H are recommended).
- Diagrams and illustrations should be in pencil. Use pencil crayons for colouring in. Children must not use felt tip/gel pens when colouring directly onto exercise books. Teachers may use their discretion where display work is being produced.
- There is no need to rule off work.
- If the presentation of a piece of work is not satisfactory, then it may be repeated.
- If a mistake is made, it should be crossed out with one straight line (useful for seeing what the mistake was).



- Mistakes should not be corrected with Tippex; eraser pens and rubbers should only be used on occasion (i.e. on illustrations or diagrams).
- Sit left-handed children with their writing hand on the outside of the desk.
- Pupil self/peer marking or edits should be in purple pen.
- Staff should mark work in green pen, as per the school's marking policy.

3 INCLUSION

It is recognised that not all pupils will be able to produce pieces of work to the same standard as all pupils are individual. Pupils work will be celebrated if they have produced work that is of their best standard.

Smaller next steps will be discussed with pupils who may be working on one aspect of their presentation, so as not to detract from the learning of the lesson.