

## Richard Hill Church of England Primary School



# **Pride and Presentation Agreed Guidance at** **Richard Hill**

Date Agreed with Teaching Staff: April 2021

Date for review with Teaching Staff: December 2021

## **Rationale**

A consistently high standard of presentation and handwriting is promoted across the whole school which all children and staff recognise, understand and follow.

For children and teachers this aims to foster a sense of pride and respect in their work. Self-esteem is raised when children are able to communicate meaning accurately.

Children must be able to write with ease, speed and legibility. If they have difficulty, this will limit fluency and inhibit the quality and quantity of their work. It is important that the child's handwriting becomes a skill that requires little effort and thought, so that creative and physical energy can be focused on the content of writing, rather than upon the act.

## **Aims**

- To raise standards in across the school in presentation.
- To have a consistent approach to presentation across both Key Stage One and Two.

## **Presentation Guidance**

- ❖ Children's work Book covers should indicate on a label which can be obtained from the school office:
  - Child's name
  - Class
  - Subject
- ❖ Children should not write on the covers of their books
- ❖ Children should have a topic front to clearly identify their topics changing in their books across the academic year.
- ❖ There will be nothing glued into the front or the back cover and tools for the children to reference will be kept on the table (Learning Environment Guidance)

## **Inclusion**

The expectations apply to the vast majority of children in our school. Occasionally a decision will be made to personalise expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing). Difficulties are addressed through appropriate interventions or specific equipment.

	Foundation and Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Date of work in books:	Teachers will stick in a date and learning objective for the children. Full written date in all books except maths which will be the short date. Year 2 children in the summer term are encouraged to write the date and Learning Objective in preparation for year 3.		<ul style="list-style-type: none"> <li>Full written date in all books except Mathematics when the number date format will be used.</li> <li>Date is written on the top line, left aligned and underlined with a pencil and a ruler.</li> </ul>			
Title of work in books:			Titles or learning objectives should be written in all books for each piece of work, underlined with a pencil and a ruler and aligned to the left-hand side of the page.  Example			
Use of pencils and pens	Children will use pencil in all books. Children will use purple pens to edit work. No felt tips are to be used in books. Year 2 children in the summer term are encouraged to start using pens if this is appropriate and their writing is legible in preparation for year 3.  Rubbers can be used but teachers may encourage neatly crossing out work where appropriate.		Children will use a pencil in maths books A pen will be used for all writing. A choice of pens (not biro) will be available to encourage comfort with writing grip and handwriting movement. Only blue ink pens will be used. Rubbers can be used but teachers may encourage neatly crossing out work where appropriate.			
Lines, squares and Pages	Children will adopt the technique of write a line, miss a line to give space for editing of work. A new page will be used for each piece of work. The children will be encouraged to write one number in one box for maths.		Children will adopt the technique of write a line, miss a line to give space for editing of work. For published writing pieces or writing that is not going to be edited then a condensed use of the lines will take place. This allows for paragraph indentation. A new page will be used for each piece of work. The children will be encouraged to write one number in one box for maths.			
Books	Children will have a maths book (1cm square) and a Cross Curricular Book that is lined.		Children will have a maths book (7mm square) and a Cross Curricular Book that is lined.			
Success Criteria	These children will have a pictorial SC which they can use for support in writing and for self and peer assessment as needed.		The majority of work will have success criteria that is directly related to the subject that the learning objective is from e.g. no English criteria when the focus is working scientifically. Children will co construct these criteria as much as possible however there will not be too many statements. The statements will not be too specific e.g. give words that must be included in a piece of work. These criteria will not be given for independent pieces of writing but the children will have the opportunity to make their own to support their writing. They may also refer to these when editing. Success criteria may also be displayed in the classroom. These criteria will be differentiated where appropriate.			

Margins	The use of margins is detailed in our Feedback Policy
Handwriting	The style and development of handwriting is currently under review and will be added to this guidance in September 2021.