Punnetts Town Presentation Policy

Policy reviewed: September 2025   Next review date – Septmber 2026

Pupil's work

Book covers should indicate:

- Pupil's first Name (and further identifying initial if necessary)
- Year group
- Subject
- Adults only should put this information on pupils' books
- Plastic covers should be used to keep (Writing and Maths) books in good condition
- Pupils are not to deface covers

Date of work in books:

- All pieces of work must be dated
- All dates to be written on the left at the start of a piece of work
- Digital date to be used in all books, with the longer date used in English writing books, including day of week
- The teacher/TA can enter the date and/or title in pupils books at their discretion so as not to lose learning time

Title of work in books:

- All work must have a title question at the beginning of the work (How/ can/ why)
- The title question can be written by the pupil, adult or typed as appropriate to ensure work starts quickly
- There is no need to underline dates and titles.

All staff should strive for, and use vocabulary of, **excellence** and **pride** in presentation

General presentation:

- Pupils should use coloured pencils when illustrating work in books, not felt pens
- Teachers should encourage a good standard of presentation to ensure work is easy to read
- Errors should be crossed out neatly with a single line
- Pupils only use rubbers under the teachers direction
- There is no need to rule off a piece of work
- Pupils should display a sense of pride in their learning and presentation of learning
- Pupils to draw a margin (of 2 squares) in their maths books using a ruler

Teaching Boards (e.g. whiteboards / Interactive Whiteboards)

Date:

- Long date to be displayed daily from the top left of the board followed with the digital date (00.00.0000), underneath, with clear letters/digits large enough to be seen at the back of a classroom

- Long date should be in cursive script and large enough to be clearly seen at the back of the classroom. This can be in pre-prepared typed script.
- In KS2 Roman numerals (of the date) to be displayed and in years 5/6 the French date

Learning Intention (LI) and Success Criteria (SC):

- Learning title question to be displayed for the lesson (ideally on the working wall) and referred to
- Remember to/ success criteria to be generated and displayed for the lesson (ideally on the working wall) and referred to

Handwriting

Our aim is to ensure that all our pupils develop a fluent, consistent, confident and legible style.

- Adults should **model the appropriate cursive handwriting style** whenever they are writing for pupils unless this mitigates against pupil's ability to read the text (e.g. when pupils are just beginning to read)
- Adults and pupils can differentiate between legible writing for note taking/jottings, and legible writing for all writing tasks.
- All writing should be easy for pupils to read

Reception   a b c d e f g h i j k l m n o p q r s t u v w x y z

Year 1/2   *abcdefghijklmnopqrstuvwxyz*

- Pupils will be taught how to hold a pencil correctly and sit at a table correctly, as appropriate in the learning environment
- Pupils will be taught to form each letter correctly
- From year 1/2 pupils will be taught to form each letter in the cursive style, each letter beginning 'on the line' with a lead-in stroke
- Each letter will be formed separately but not joined up to begin with

Year 2-Year 6   *abcdefghijklmnopqrstuvwxyz*

- In year 2 the pupils will begin to start joining some of their letters as they are ready
- Letters should be joined legibly and carefully (there may be inconsistencies in size at this stage)
- Once pupils have achieved a consistent and joined style they will be encouraged to write at greater speed whilst developing a personal style that is both comfortable and clear
- Adults will use dyslexia friendly fonts for classroom displays and signs
- Handwriting pens will be introduced to pupils
- Pen or pencil will be used and a fluent and cursive style encouraged for all work
- In Maths pupils will place one digit in each square (where used)
- Editing in purple pen will have the same expectations as handwriting – legible, neat and as clear as possible
- Pupils will be taught to use the pen/ pencil correctly as part of handwriting practice
- Pencil is to be used for diagrams, underlining and lines (eg, arrows) as needed
- When a pen is used by pupils it should be blue or black (purple for editing)