

Lytham C of E Primary School



Presentation Policy

To inspire everyone in our school family to be the best they can be within our caring Christian community.

Our strap line is, 'Together We Grow With God'.

At Lytham Church of England Primary, we believe that neat, well-presented work is an important element in encouraging children to have self-respect and to take pride in their learning. Children must be able to write with ease, speed and legibility to maximise the fluency, quality and quantity of their work. Children must be given the tools they need to record their work in both writing and pictorially to communicate their learning and their knowledge and understanding of different contexts.

At Lytham Church of England Primary School, we aim:

- To teach the importance of clear and neat presentation in order to communicate their meaning effectively
- To develop a sense of pride in the presentation of their work
- To provide equal opportunities for all pupils to achieve success in their learning.
- To teach clear, concise, legible handwriting.
- To present work neatly to a variety of audiences.
- To promote confidence and self-esteem.

In order to achieve these aims, the following principles are followed:

- Handwriting is taught regularly and systematically in classes, groups or individually as appropriate.
- Presentation is a given importance in all areas of the curriculum.
- Pride in work is encouraged at every level and is consistently and regularly commented on.

Setting out work

Teachers will give specific guidance to the children about setting out their work whilst they are teaching. The main aim is to encourage good habits and pride in their work which can lead to higher standards. Below are some pointers that will guide pupils and teachers in some areas that may need specific instructions.

Diagrams and Maps:

- Diagrams should be drawn in pencil.
- All labels should be indicated with a ruled pencil line.
- Labelling should be written horizontally.

Sticking into Books:

- When it is absolutely necessary to use worksheets, these should be trimmed or folded to fit the book so that none of the worksheet sticks out from between the pages of the book.

Felt Pens

- Should not be used in any workbook, as they tend to “leak” through the paper.
- If being used for artwork, then it is up to teachers to use their professional judgement.

Mistakes

- Tipp-ex and eraser pens should not be used. In the event of a mistake being made in pen or pencil, a single line should be drawn through it using a pen or pencil and ruler.
- Children should not use rubbers. Rubbers may be used at the teacher’s discretion to erase minor mistakes, especially on presentation pieces.

Front of book

- Books will be labelled using electronically produced labels stating the child’s name, year group, curriculum area and teacher’s name.

Defacing

- Children must not, under any circumstances, be allowed to deface any book by doodling, filling in letter shapes, or by any other inappropriate use of their pen or pencil. Children found doing so will be given a warning and where necessary, will be spoken to by the Headteacher.

Examples of what work should look like in books

Write the date here

Use a ruler to underline the date in pencil

Leave a line under the date

Leave a line under the title

Leave a line when you start a new paragraph

Numbers go in the margin with a dot after the digit

01.09.15

Writing about myself

My name is Thomas and I am six years old. I live in a large house with my parents and my sister.

I have a dog called Bob. He like to play in the garden with me. I throw balls and he can fetch them.

1. Here are three things that I like to do:
2. Going to the beach and building sandcastles
3. Eating ice-cream

Listening to really loud music.

Write the date here

Use a ruler to underline the date in pencil.

Leave a line under the title.

Write labels horizontally.

If you make a mistake, draw a single line through it using a ruler and pencil.

Use a ruler and a pencil to draw lines from your labels to the diagram.

Wednesday 1st September

Plants

~~Leaf~~
Leaf

roots

stem

Signed: Miss Hannah Davies

Date: September 2025

Review Date: July 2026

Agreed by Governors: November 2025