



St Thomas of Canterbury Catholic Primary School

Policy: Presentation

Review date: February 2025

Next review: July 2026

At St. Thomas of Canterbury Catholic Primary School, we believe that high standards of presentation in books reflect pupils' pride in their work and contribute to overall learning success. It is our expectation that high standards are maintained in the presentation of all work. This policy outlines the expectations for pupils' written work in exercise books to ensure consistency, clarity, and good handwriting habits.

Aims:

- To promote a culture of pride and responsibility in pupils' work.
- To ensure consistency in the presentation of written work across all subjects and year groups.
- To develop good habits in handwriting, layout, and organization.
- To help pupils understand the importance of neat and legible work for effective learning and communication.

Expectations for Presentation:

General Book Care:

All books must have neat covers, free from doodles or damage.

Name, class, and subject must be clearly written on the front cover.

Books should be handled with care and stored appropriately.

Date and Titles:

The full date (e.g., Monday 5th February 2025) must be written at the top of the page for English and topic-based work.

The short date (e.g., 05.02.25) should be used for Mathematics.

The learning objective or title must be written neatly and underlined with a ruler.

Each piece of written work should begin with the date and the learning objective. Sticky labels can be used for younger pupils up to and including the start of Year 3. The L.O. will usually be in the form of a question.

Handwriting:

Pupils should use neat handwriting in line with the school's handwriting policy.

All children are encouraged to write neatly, forming their letters correctly and keeping them consistent in terms of size and orientation.

Children are expected to join their handwriting from Year 2 onwards.

Errors should be either rubbed out or, if written in pen, crossed out with a simple line using a ruler.

Children will write in pencil in all books up to the end of Year 3. Children will write in blue handwriting pens from Year 4 when they will earn a 'pen licence' and for formal drafts in English. In mathematics a pencil will be used.

In Mathematics, children should write each digit in its own square from Year 2 onwards and do any writing on the lines.

Margins and Layout:

A margin must be drawn on every page where appropriate.

Work should begin next to the margin, not randomly across the page.

One line should be left between the date, title, and the main body of work.

Diagrams and Drawings:

Diagrams should be drawn in pencil and labelled neatly.

Rulers must be used for all straight lines in diagrams, tables, and graphs.

Marking and Responding to Feedback:

Pupils should respond to teacher feedback using a different coloured pen (where applicable).

All corrections should be made neatly in the margin or as instructed by the teacher.

Stickers and Rewards:

Teachers will recognize excellent presentation through stickers, dojos or certificates.

Consistently well-presented books may be shared during assemblies as a model for others.

Monitoring and Review:

Class teachers are responsible for ensuring the implementation of this policy.

Subject leaders will conduct book scrutinies to monitor consistency.

The policy will be reviewed annually and adjusted as needed.

By following this policy, we aim to cultivate a sense of pride and responsibility in all pupils, fostering a positive attitude towards learning and written work.