



Presentation Policy

Inspire - Impact - Independence

OAKWOOD ACADEMY MISSION STATEMENT

"Promoting learning excellence - Inclusion beyond the barriers".

Moral Purpose

"We are united in the belief that together we can inspire all learners to dream, persevere and achieve so that we can change lives for the better, now and for future generations to come"

Policy developed by:	L Bell A Ellis
Policy to be reviewed:	Summer 2024

Aims of this policy

- To ensure a consistently high standard of presentation of children's work across the school which all children and staff recognise.
- To instill in the children a sense of pride in their work.
- To enable pupils to recognise work that is presented to a high standard.
- This policy is to be used alongside other teaching and learning policies (eg English policy and Handwriting policy).

Monitoring

Presentation will be monitored by the senior leadership team, literacy lead and heads of departments through-

- Work scrutiny
- Lesson Observations
- Learning Walks

Expectations

- Expectations of presentation will vary across the school depending on the individual needs of the pupil.
- Adults have the responsibility of ensuring appropriate support is given where necessary (see slide 12).

Putting it into practice

- All staff working with children have the responsibility for promoting excellent presentation in their work.
- Presentation will be a main focus at the start of each academic year. Staff will make time to make expectations clear. This should then be reinforced throughout the year, eg at the start of each new term and daily through staff modelling and prompting.
- At the beginning of the year, children should complete a piece of work focusing solely on presentation to serve as a model for future reference.
- All classrooms should display a handwritten poster so children can clearly see what is expected at all times (see appendix).
- Staff should celebrate work with high standards of presentation by displaying excellent work, sharing with the class and reward assemblies and visits to senior leadership.
- Weekly certificates awarded to those who display excellent standards of presentation in their books.

Handwriting

- Teacher marking must be clear and follow the marking policy.
- Staff to model and reinforce children to follow the handwriting policy.
- Where children's handwriting is large, they should use a wide ruled exercise book 15mm.

Book Covers

- Books to be labelled with a printed label in the following format:

(Full) Name:

Subject:

Class:

Teacher:

Book number:

Inside of books

- Teachers should consistently model and remind pupils about presentation in books.
- Date and LO- see slide 11 for more guidance.
- Written date is to be used in all subjects except maths where the number date can be used.

Children should not;

- Draw or doodle unless clearly related to the lesson or task.
- Write in the margin.
- Draw lines down the centre join in books.
- Use coloured pens to write unless required as part of a task eg persuasive poster.

Equipment

- Pupils should write in pencil or blue/ black pen.
- Pencil crayons should be used for colouring to avoid ink transferring.
- Ruler must be used when drawing lines.
- Purple pen for corrections as per the marking policy.
- For date and LO stickers - [Date and LO template.xlsx](#) *NB: please only edit the top two boxes or you will delete the formula.*

Mistakes

- Mistakes should be crossed out with a single horizontal line e.g. ~~mistake~~.
- A letter may be crossed out with a diagonal line.
- Teachers should model crossing out and teach this explicitly.
- Teachers should follow the marking policy.

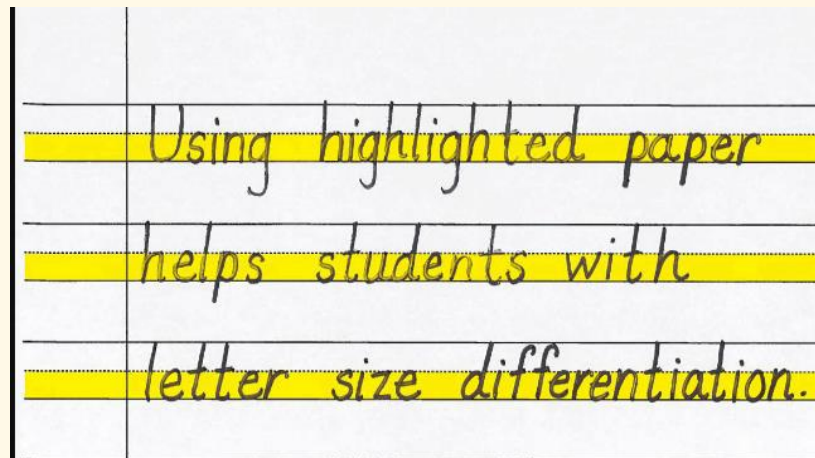
Date and LO

- Children should work towards writing the full date, beginning with writing the day of the week only. The time it takes each child to write the full length independently will vary depending on the needs of the child.
- Work should be dated on the left-hand side of the page by an adult (printed labels can be used) until children are capable of completing this to a high standard independently and in a timely manner.
- Written date is to be used in all subjects except maths where the number date can be used.
- Adults will add the learning objective (printed labels can be used) until children are capable of completing this to a high standard independently and in a timely manner.
- For date and LO stickers - [Date and LO template.xlsx](#) NB: please only edit the top two boxes or you will delete the formula.

Support

Children will require different levels of support depending on their needs. Where necessary children should use:

- Pencil grips to aid their writing.
- Finger space prompts/ tools.
- Sentence stems.
- Wide ruled exercise books for children with large writing 15mm.
- Writing slopes
- Highlighter to indicate where ascenders and descenders should be:



Appendix

Example of Oakwood level 2/3 work.

Friday 28th April
To write a diary entry -
Dear Diary,
I had the best day ever today. I woke up this morning, the sun was shining through the curtains and I could smell breakfast cooking downstairs. I jumped out of my bed and skipped down to the kitchen. A ~~delicious~~ delicious breakfast of pancakes was waiting for me and I gobbled it down as quick as a flash. I grabbed my school bag and dashed out the door to school.
When I arrived at school, my teacher told me I got 20/20 for my spellings! I couldn't believe it!
After school, my mum treated me to a Pizza Hut and the cinema! We had a fantastic time!
I hope tomorrow is just as good!

Date is written on the left hand side, in the word format
LO is written on the left hand side, on the line below the date

There is a one-line gap between the LO and work.

Mistake are crossed out with a single horizontal line

Letters are crossed out using a single diagonal line.

Example of Oakwood Level 1 work

Date	Thursday 20th April
LO:	To write a diary entry

Dear Diary,
I had the best day ever today. It started with pancakes for breakfast before school which were yummy.
After breakfast, I went to school. My teacher told me I got 20/20 in my spelling test. I was so happy!
When I got home went to the cinema and then Pizza Hut. It was a ~~grate~~ great night!
I hope tomorrow is just as good!

Date and LOL stuck in on the top left-hand side of the page

Highlighter is used to help with formation of ascenders and descenders

There is a one-line gap between the LO and work

Mistake are crossed out with a single horizontal line

Letters are crossed out using a single diagonal line

Appendix

Presentation Guides <small>(OAKWOOD LEVEL 2 OR 3)</small>
I will write the written date on the left hand side at the top of my work.
I will write the LO centrally on the line below the date.
I will underline the date and LO using a ruler.
I will not leave blank pages in my book.
If I make a mistake I will cross using a straight line.
I will write neatly on the lines.
I will use a ruler when drawing lines.

Presentation Guides <small>(OAKWOOD LEVEL 1)</small>
The date and LO will be stuck in on the top left hand side of the page.
I will not leave blank pages in my book.
If I make a mistake I will cross out using a straight line. mistake
I will use a pencil to write.
I will use a ruler when drawing lines.

For classroom display

Appendix



Presentation Certificate



Sarah Brookes

HAS BEEN RECOGNISED FOR THEIR EXCELLENT STANDARDS OF PRESENTATION

SARAH HAS DISPLAYED CONSISTENTLY HIGH STANDARDS OF PRESENTATION IN HER SCIENCE BOOK.

WELL DONE SARAH, KEEP UP THE GREAT WORK.

DATE: _____

HEAD OF DEPARTMENT FOR SCIENCE