



# Presentation of Work

**Date: Spring 2024**  
**Review Date: Spring 2027**

At Earley St Peter's Church School we believe that neat, careful and thoughtful presentation of work raises standards as pupils take pride in and have a sense of ownership of their work. The presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work, themselves and their environment. How work is presented will depend on the age of the child, the learning purpose and the audience.

We are a happy, inclusive school where everyone is valued and supported. When planning and teaching, staff will make reasonable adjustments to the presentation of work to promote equality of opportunity and to enable all children to access the work. Additional resources will be available for those who require support with presenting their work independently. Support might be given through different style books/lines, coloured pages, pencil grips, support board, seating, scaffolding or *electronics*. These suggestions are examples and the specific needs of a child will be considered before deciding upon the best possible level of support provided.

The aim for all children at Earley St Peter's Church School is to take pride in their work and celebrate their achievements by:

- Adopting a consistent approach to presentation across the school with progression in our expectations as children move up through the school.
- Motivating children to have high expectations of themselves and their school work.
- Clear and thoughtful presentation helps children to organise their thinking and their learning, supporting children to remember and recall what they have learned

To ensure consistency towards the presentation of work across the school, staff should focus on the following guidelines.

### **EYFS / Key Stage 1 Expectations**

#### **All recorded work:**

- In Reception teachers may date children's work if appropriate.
- In Year 1, children work towards writing the short date independently by the end of the year.
- In Year 2 and beyond, pupils write the short date independently

#### **English and Wider Curriculum**

- Pencils to be used by the children.
- Errors will be crossed out with a single line in pencil.
- No felt tip pens are to be used in exercise books.
- Learning Objectives / Success Criteria for all work.
- Learning Objectives / Success Criteria can be written in or stuck in at the teacher's discretion.
- In Reception this will either be written by the teacher or stuck in.
- In Year 1, pupils begin to stick in their own Learning Objectives / Success Criteria. In Year 2 pupils will be able to do this independently

#### **Mathematics**

- Pupils use Power Maths workbooks and record their answers in the predetermined spaces in the workbooks.
- Learning Objectives are included linked to the lessons.
- If working in exercise books a date and LO should be included.

### **Key Stage 2 Expectations**

#### **All recorded work:**

- A date must be included
- A Learning Objectives / Success Criteria to be stuck in, depending on the lesson. Some lessons may not have a success criteria or any written outcome, e.g. Oracy based discussions.

#### **English and Wider Curriculum**

- Learning Objectives and Success Criteria to be stick neatly at the top of the page.
- Children write the short date in the margin when continuing with a piece of work on another day.
- Errors will be crossed out with a single line.
- Purple pens will be used for editing, corrections and responding to feedback (in line with the Feedback and Marking Policy)
- Diagrams are to be drawn in pencil.
- No felt tip pens are to be used in exercise books.

#### **Mathematics**

- Pupils use Power Maths workbooks and record their answers in the predetermined spaces in the workbooks.
- Learning Objectives are included linked to the lessons.
- If working in exercise books a date and LO should be included.

### **Whole School Expectations**

#### **Books**

- Children are expected to look after their books and keep them well presented.
- Work completed on separate sheets will be trimmed and glued in or collated in a folder.
- Children are not to doodle on the front of their exercise books or anywhere in their books.
- Every exercise book will clearly state the child's name, year group and subject. Some books may continue into the following year. If so, they should be labelled to show this.

#### **Pencils and Pens**

- Pens to be used in Year 5 and 6 by children who have developed a fluent, neat and consistent handwriting. Pencils to be used in other year groups.
- Felt tip pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.