

Oakdene Primary School



Presentation Guidelines Policy

Policy Adapted by: L.Young

Date reviewed: September 2025

Date to be reviewed: September 2026



Oakdene Presentation Guidelines

Aims:

The purpose of the policy is to ensure that a consistent approach to presentation is developed across all year groups at Oakdene Primary. Children will all have an understanding and awareness of the ambitious standards expected of them and understand that this will apply to whatever teacher is taking the class. It will ensure that expectations are raised by all staff and will ensure consistency across all classes. It will ensure that all staff engender in all children, a sense of pride in how their work should look.

To establish a clear and consistent set of guidelines for the presentation of children's learning.

Objectives:

- To motivate each pupil to present their learning in the best possible way
- To enable children to recognise work that is presented to a high standard.
- To ensure that each child know what the standard looks like and knows the standard of presentation expected of them.
- To share this information with parents and carers

For Teaching Staff:

- To create consistency in standards of presentation across the school
- To provide a baseline for judging acceptable standards of presentation
- To provide staff with guidance for the high expectations expected at Oakdene.

Expectations for Teaching Staff:

- Remember that you are the most important role model for presentation and high expectation! Use the resources available to you to model good practice: IWB/flip chart/ Displays etc.
- **All** handwriting which is on display for the children (including IWB/Flipcharts etc.) should be legible, consistently formed, and neat. This should also be in accordance with the school's handwriting policy (Letter-join formations). It is joined from Year 2 onwards. We model writing in EYFS and Year 1 with printed letters linked to Read Write Inc formation.
- Ensure that, wherever possible, Letter-join (the school's chosen font) is used as the font to model and share written work with children. All information is typed in Calibri or Letter-Join

- All children's work must be marked in accordance with the school's marking and feedback policy.
- When sticking work/labels/headings in books ensure that they are trimmed to size and are cut and stuck in straight. NO loose planning or worksheets are to be left in books on any occasion. This looks incredibly untidy and loose sheets are often misplaced.
- If a child is absent, please ensure that their book is marked with an 'absent' and write the short date.

Expectations for Children:

Use of pens and pencils:

- Pencils must be used in all maths books.
- Pens should be used in all written work as soon as possible from Year 1 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent. Children will, at this stage, be presented with a pen licence.
- Pens must be fibre tip, no ball point or biro pens to be used.
- Felt tip pens will not be used in any books.

Expectations for Handwriting:

- See Letter-join.

Expectations for Layout:

- The long date will be written on the second line in any exercise book. A title will be written below this or Learning objective. It may be appropriate for an adult to write these into the child's book or to place in a sticker.
- The full date (Wednesday 6th September 2025) and title must be underlined using a sharp pencil and a ruler. This vital stage MUST not be missed as children need to learn how to spell the days of the week as well as the months of the year.
- Each new piece of work will begin on a new page unless there is sufficient space to be ruled off.
- Leave one line between each new paragraph.
- If a mistake is made, draw a neat line through this using a sharp pencil and ruler then start again. This is to happen in ALL books including Maths.
- Do not write in the margin unless numbering questions.

Literacy

- A title unit page will be added to introduce the new Core Book from Literacy Tree – See guidance from Literacy Lead
- Each page should be filled before turning to a new page.

- A line will be missed to indicate the beginning of a new paragraph.
- Each piece of work must be dated with the long date so that children know how to write the days of the week as well as the months of the year.
- The date will be underlined neatly using a sharp pencil and ruler.
- The title will also be underlined neatly using a sharp pencil and ruler.
- Children will write on every line except when indicating a new paragraph.
- Children will use the school blue pens as provided (or pencil if not yet on a pen licence)

Maths

- Maths work is to be recorded in pencil – sharp pencil will be encouraged.
- The date will be written in ALL maths workbooks using the short date e.g., 23/05/2022.
- C, I, S underlined with a ruler are used to denote the various parts of the lesson on the right-hand page (Challenge, Independent, Star).
- ALL lines must be drawn with a ruler; this includes answer lines for vertical calculations, tables, graphs, shapes, etc.
- Each digit should be written in a separate box to assist with understanding of place value; the exception to this is when writing and recording fractions.
- Any corrections need to be written out again as a new calculation, rather than being altered on the original calculation.
- Answers to questions should be clearly numbered with a bracket e.g. 1)

All books

- No doodling or graffiti allowed on books – if this is observed the child will immediately be sent to their key stage leader regarding respect for school property and asked to address the graffiti.
- Any doodling on a name label will be covered over in a new label immediately.
- All books will be labelled using the Oakdene Sticker template.
- All mistakes will be crossed out using a ruler and a pencil with one straight line.
- Tippex is not allowed.
- Only school blue pens can be used in exercise books unless this is green editing/markings pens.
- Use of erasers is not encouraged as mistake making is celebrated as part of our growth mindset ethos.
- Felt tip pens must not be used in any book/s.
- Colouring pencils can be used for colouring in ex: double page spreads.

- Drawing and diagrams MUST be drawn in pencil and straight lines drawn with a ruler unless this is part of sketching in artwork. If plain paper is needed this must be trimmed before being neatly stuck in
- All worksheets must be trimmed to size and stuck inside books neatly – no exceptions – DO NOT LEAVE WORKSHEETS LOOSE IN BOOKS

Marking and Feedback

Feedback comments provided to the children will be presented neatly – comments must be legible and make sense to the child. See Feedback Policy for further details.

Comments will be written in purple pen and yellow highlighter used to acknowledge correct application of the success criteria.

Classroom organisation and resources

- All tables will have containers with appropriate equipment as is age-appropriate: rulers, pens, pencils, colouring pencils. Learning journals/reading records/rough books may also be stored in these containers.
- Each child will need a wipe-board, pen, and duster.

Writing Equipment

Children need a varied selection of tools and materials to experiment with. They will benefit from using paper of different textures, shapes, and sizes, both lined and unlined, pencils of different thickness and colours, pens, felt pens, paintbrushes, chalks, and crayons. Children will be encouraged to form letters with playdough or plasticine and in sand. As children begin to write more fluently, most of their work in school will be completed in pencil. Children who have developed neat, legible, and joined handwriting will be encouraged to use a pen for most of their written work. The school will provide children with pens.

Left-handed Children

Do not automatically equate left-handedness with problems, but it is important to remember that left-handed children have different needs from right-handers. It is important that left-handed children can see what they are writing. They should sit where elbows do not bump right-handers and where they are not in their own shadow. Encourage them to hold their writing tool away from the point so that their thumb does not get in the way. It also helps to use free-flowing pens that do not smudge. Care should be taken with anticlockwise letters in the letter family: c, o, d, g, q, e.

Ensure that left-handed children are provided with the correct pens and pencils to write with.

Monitoring of Presentation Policy

The Senior Leadership Team will collect examples of children's work on a termly basis to ensure that the policy is being implemented consistently across the school. This ensures that the policy leads to good practice in facilitating effective feedback, learning, and teaching.