



Presentation Policy

Aims: To provide a consistent approach throughout school to improve standards of presentation

Children will:

- Have a clear understanding of what is expected of them
- Understand the importance of presentation in ALL areas of the curriculum.

Expectation	How this will be achieved	When this will be achieved
KEY STAGE ONE		
Use of a ruler	• To underline the date and title • Pupils must underline in pencil • Underline through descenders	From Year 2. However, children should make patterns using a ruler from Year 1
Date	• Short numerical date in Maths books • All other work- Long date • Start at the margin, on the left of the top line- underline with a ruler	Year 1- Not underlined from Summer term Year 2 onwards- underlined
Writing on the line	• Ensure correct positioning of letters on the line	Year 1 onwards
Handwriting	• Neat, careful, joined writing • Appropriate size and orientation of letters	Join from Year 2 Appropriate size and orientation from entry
Use of pencil	• Sharpened pencils held correctly, good posture when writing • Correct orientation of page for left handed writers • Pencil gripper used where necessary	From EYFS onwards
Use of margin	• For question numbers and bullet points	Year 2 onwards
Mistakes	• One line through the mistake with a pencil- write corrected word next to or above the mistake. • No scribbling	Year 2 onwards

Use of squared paper/books	• Use of squared paper in books to set out one number per square	Year 1 onwards
Colouring	• All colouring in books to be completed with pencil crayons only	Year 1 onwards
Books	• Typed, named label • Children must not draw on the cover of their book or label	From entry
KEY STAGE 2		
Inclusion of tables, charts and boxes	• Draw accurate tables/boxes on squared, lined and plain paper • Use a ruler and measure to correct space division	Teach in Year 3
Use of pens	• Black handwriting pen • Pencil used only for maths /charts and for diagrams and drawing	Introduced once children are confidently joining their letters- usually at Year 3

Policy Reviewed by: Miss M Fitton

Reviewed: November 2023

To be reviewed annually