



Glenmere Langmoor Academy Trust



Presentation Policy

The staff have agreed that in order to get consistency in approach and standards, Glenmere Langmoor Academy Trust should have a presentation policy. The following was agreed and younger children will adopt parts of the policy as stated.

- The date should be on the top line where possible. If a child is halfway through the page, then the previous piece of work should be ruled off, a line should be missed and the new date written.
- The full date i.e. Monday 7th February should be adopted for all pieces of work EXCEPT Numeracy, Science and Worksheets which should be the short date i.e. 7.2.11
- Both the title and the date should be underlined in pencil.
- Use of rubbers should be limited.
- Black handwriting pens provided by the school should be used where the teacher sees fit. (Year 3 upwards)
- Children to stick on own sheets in from Year 2 upwards.
- Key Stage 2 to draw margins in Handwriting books in pencil.
- All lines should be drawn with a ruler.
- If children need to cross out when writing with pen, they should cross out with one line in pencil.
- Pens should be used in all books except Numeracy and when drawing.
- All blank books should be used in Numeracy with squared paper used for graph and shape work.
- There should be no writing on the front of books other than children's names, class and subject.
- All books must appear well looked after.
- No correcting fluids should be used in books due to health and safety regulations.

All children should be made aware of these procedures and work within these books should reflect the policy in practice.