



## GLENMERE COMMUNITY PRIMARY SCHOOL



**At Glenmere we are GREAT! Because**  
**we:**  
**Grow, Respect, Enjoy, Achieve**  
**Together**

# Glenmere Primary School

# Presentation policy



## Presentation Policy

### AIM

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. Children should all be aware of the standards expected of them and know that this will apply whichever adult is taking the class. It will ensure expectations are raised by all staff and engender in all children a sense of pride in how their work should look.

### General Points

- Learning objectives are typed up onto labels with the learning objective underlined and these are stuck into books to the left hand side of the page.
- All learning objectives are to begin with 'We are learning to...@
- In maths the short date is written and in English, VIPERS and Broader curriculum the long date is written
- Both sides of the paper should be written on in books.
- Writing should be ON THE LINES.
- Use of rubbers should be limited.
- Handwriting licenses are implemented from year 4 upwards whereby black handwriting pens are provided where the teacher sees fit otherwise sharp pencils should be used
- Neat handwriting and correct cursive letter formation is to be encouraged at all times in every piece of work.
- All lines to be drawn with a ruler
- Drawings or diagrams must be done in pencil.
- If children need to cross out when writing with pen, they should cross out with one line
- There should be no writing on the front of books other than children's names, class and subject
- 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.

### Points for children to consider:

#### Presentation Guide EYFS

- I will have a title at the top of the page where relevant.
- I will start a new work on the next clean page.
- I will draw one line through any mistakes or adult will rub out.
- I will not draw on the front of my book.

#### Presentation Guide Key Stage 1 and Key Stage 2



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- I will make sure my writing is neat with correctly formed letters using cursive handwriting
- I will make sure that the label is stuck in neatly on the left-hand side of the page.
- I will make sure I have a title at the top of the page if relevant.
- I will make sure that I underline things with a ruler.
- I will make sure I do not miss out any pages in my book.
- I will make sure that any mistakes have one neat line through them.
- I will make sure that my writing sits correctly on the lines in my book.
- I will make sure that my writing starts at the margin on each line.
- I will make sure I use a sharp writing pencil in my books unless I have been given a pen licence.
- I will make sure that I do not doodle in any part of the book.

