



Upwood Primary
Academy



Policy:	Presentation Policy
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A proud member of



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Presentation & Handwriting Policy

Presentation and Handwriting Policy

At Upwood Primary Academy, we believe that good presentation is an essential part of effective learning. We aim to promote an ethos of responsibility and ownership so that children take pride in their work. Research shows that good presentation can promote children's ability to organise their thinking, communicate their ideas clearly and become more effective at self-editing and improving. At Upwood Primary Academy, this means that children will be encouraged to review, revise and improve their work through feedback, so that work presented in books clearly reflects the learning process. The policy will also set out our expectations for teachers and learners so there is an agreed and consistent standard across the curriculum.

General Principles

- All work is dated and for Maths and English and a Learning Objective is recorded.
- Pupil errors in work are crossed through with a single line or a rubber is used.
- All editing and responses to marking are completed by the pupil using a purple pen. Teachers mark pupil work using a green pen.
- A ruler is to be used to draw lines in maths, for example geometric shapes, tables, graphs. A ruler is not needed to draw lines in calculations (e.g. = sign below an addition calculation).
- Children should not graffiti, doodle or draw anything otherwise inappropriate on/in their books. Teachers should be vigilant and pick up on this if it occurs.
- Some children may start to use pens in Year 3 once writing is of an acceptable standard and a pen licence has been issued.
- When writing in pen, children will use a black handwriting or roller-ball pen (except in Maths). No biros should be used at any time.
- Papers stuck into books should be done neatly and with minimal folding.

Setting out work

Maths:

- All work to be completed in pencil up to and including Y6.
- Write down the LO in full starting from the left hand side of the page, e.g. LO: to multiply HTO by TO.
- Write the date in figures on the left- hand side using the 'short date' format e.g. 20/06/2023.
- For children in KS1 and some SEN children, the LO and date will be pre-typed and stuck in their books before the start of the lesson or written by the Teaching Assistant or Class Teacher.
- Children will write one digit per box when writing numbers but write normally, on the line, when writing words.
- All lines will be drawn with a ruler, especially when drawing shapes and graphs.

English:

- Write the date at the top of the page using the 'long date' format e.g. Wednesday 19th January 2023.
- Below the date, write down the LO in full starting from the left hand side of the page, e.g. LO: to use noun phrases to describe a character.
- For children in KS1 and some SEN children, the LO and date will be pre-typed and stuck in their books before the start of the lesson or written by the Teaching Assistant or Class Teacher.

Other subjects:

- Use a sharpened pencil or a black handwriting pen.
- Write the title/LO and date the same as above, as appropriate.
- Write legibly and present work appropriately for the task.