



# Presentation Policy

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February 2018

Approved by GB: February 2018

Next review due: February 2021

## Introduction

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As a school we strongly value clear, accurate and well-presented work. Our policy is aimed at ensuring that there are consistent expectations and standards for presentation. We believe in developing children's sense of pride in the presentation of their work and a good attitude towards learning.

The policy reflects the views of all the staff of the school. It has been drawn up following consultation with all staff and children, and has full agreement of the Governing Body.

## Aims

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- To establish high expectations and pride in everything we do – both of ourselves and of the children.
- Children of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- To create a clear and consistent set of guidelines for the presentation of children's work.
- There is consistency across the school in terms of the standard of presentation expected.

## Objectives

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- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.
- To create consistency in standards of presentation across the school.

## Handwriting

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The teacher should model joined writing whenever possible. Throughout Year 3 and 4 children will be expected to join their writing in Literacy lessons, and by Year 5 and 6 children should be joining their writing **all the time**. It is important that the children do not just copy from the interactive white board, or a sheet, but that the teacher models writing in a fluent joined style, highlighting difficult joins and accurate ascenders and descenders.

Bubbles in place of full stops or dots above the letter 'i' are not acceptable.

Level 1: Letters are usually clearly shaped and correctly orientated.

Level 2: Letters are accurately formed and consistent in size.

Level 3: Handwriting is joined and legible.

Level 4: Handwriting style is fluent, joined and legible.

Level 5: Handwriting is joined, clear and fluent and, where appropriate, is adapted to a range of tasks.

## Methods for Promoting High Quality Presentation

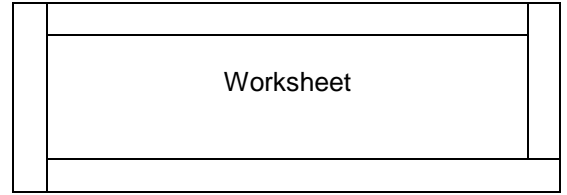
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- To model the presentation policy, both in marking and writing on the white board.
- To positively praise children for improving their presentation using CJS presentation award stickers.
- To positively praise children for following the presentation policy using CJS presentation award stickers.
- Merits awarded.
- Setting presentation targets as needed to improve standards of presentation.
- When marking, identifying ways to improve presentation.
- For one of the children's targets to reference the appropriate section of the presentation policy.
- To aid coordination when drawing a margin, children can turn the book sideways and rule a horizontal line.

## Worksheets

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- Worksheets should be named, dated and have the learning objective and/or success criteria clearly identified.
- Worksheets must be reduced in size so that they can fit on to one page and leave at least 1cm page showing.
- No sheets to be folded.
- Stuck into books in chronological order.
- Buddies can help children with sticking in work neatly.



## Roles and responsibilities

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### Teaching Staff

- At the start of each term teachers should clarify expectations of presentation to the whole class.
- Important role model for presentation and high expectations.
- Model good practice. All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be joined, legible and neat.
- All children's work must be marked using the agreed marking policy.
- When sticking work in books ensure they are straight and trimmed to size.
- For seating be aware of right and left handed children.

### Children

- Children are expected to keep their books clean well-presented.
- Children should not doodle on the front cover or the pages inside.
- Wash their hands after break-time to ensure they do not leave dirty marks on their work.
- Follow the guidelines for the layout and presentation of their work.
- Pictures, diagrams and tables should always be drawn in pencil and labelled in pen.
- Rulers must be used to draw straight lines.
- Hold the ruler securely in the middle with one hand and draw with a line with the other hand using a consistent and even pressure.
- Children not to bend their books back when writing in them.
- When storing books, children take care not to bend covers and stack neatly.

## Homework

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Parents will be encouraged to support their children to produce quality work following the Presentation Policy guidelines. Children will be expected to take the same care with homework as they do in their class books.

## Review

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This policy is monitored through:

- Regular scrutiny of children's work
- Lesson observations to monitor the quality of teaching and implementation of this policy
- Pupil interviews and questionnaires

This policy is reviewed by staff and governors every three years. Parents are most welcome to view copies of this policy on the school website and comments are invited from anyone involved in the life of the school.

# Churchfields Junior School Outstanding Presentation.

Short date written with 1 digit per square and underlined.

LO strip is glued in straight.

Self assessment is made against each SC.

Real story and Maths story are labelled.

L.O: To solve addition word problems.	Assessment		
	Me	Partner	Teacher
SC: I can highlight the key information in the problem.	✓		✓
SC: I can draw a bar model to represent the problem.	✓		✓
SC: I can set out my calculation in the correct place value columns.	✓		✓
SC: I can regroup where necessary.	✓		✓
Challenge: I can justify my answer using key vocabulary.			

Real Story

1. 

237	126
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 ?

Maths Story

1. 
$$\begin{array}{r} 237 \\ + 126 \\ \hline 363 \end{array} \checkmark$$

A 2 square width margin is drawn using a ruler.

All numbers are written with 1 digit per square.

2. 

491	75
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 ?

2. 
$$\begin{array}{r} 491 \\ + 75 \\ \hline 566 \end{array} \checkmark$$

Bar models are drawn using a ruler.

1 line is missed between each question.

Well done. You have represented the problems accurately using bar models



Try this addition, remembering to show your regrouping

Real story and Maths story questions are in line.

$$\begin{array}{r} 283 \\ + 147 \\ \hline 430 \end{array} \checkmark \text{ Well done!}$$

Responses to next step comments are made in red pen.

A 2 square width margin is drawn down the centre of the page.

## Churchfields Junior School Outstanding Presentation.

Long date written at the top left hand side

3<sup>rd</sup> September

LO strip is glued in straight

Self assessment is made against each SC

1 line is missed beneath the L.O question

LO: To write from the viewpoint of a different character.	Assessment		
	Me	Partner	Teacher
I can create a sense of significance	/		✓
I can understand the character of Clovis	/		✓
I can use speech punctuation accurately	/		✓
I can use speech to advance the narrative	/		✓
Challenge: I can use a range of sentences			✓

New paragraphs are indented

Nervously, I trudged on the dirty grey pavement. Looking side to side, I saw some people walking towards me, I darted away and hid. I peeped out, but luckily they were gone. As I started to walk again, I smelt pepper and flavoured coconut oil. A stall was selling fresh mint and vegetables the size of a football.

Black fibre-tipped pens are used

Handwriting is joined and cursive

"Excuse me," I shyly mumbled. "Do you know where I can find a sailing boat?"  
"Sure, follow me," replied the trader.

Three ticks show LO met



A brilliant start that uses a semi-colon effectively, speech correctly and a great subordinate clause - looking side to side.

Responses to next step comments are made in red pen

Describe your journey down the river explaining how you felt using an embedded clause.  
As I set off down the river, which was initially extremely exciting, I soon felt sea sick as the crashing waves rocked me back and forth.  
✓ Excellent embedded clause. Well done

Work is beautifully presented

# Churchfields Junior School Outstanding Presentation.

Long date written.

Monday 8<sup>th</sup> May 2017

LO strip is glued in straight.

Self assessment is made against each SC.

Black fibre-tip pen used.

L.O. To explain my results using scientific knowledge.	Assessment		
	Me	Partner	Teacher
SC: I can interpret data from a table.	✓		✓
SC: I can state my key findings.	✓		✓
SC: I can use scientific vocabulary accurately.	✓		.
SC: I can comment on the reliability of my results.	.		.
Challenge: I can suggest ways to improve my investigation.	.		.

Misconceptions verbally addressed.

	Heart Rate (bpm)			
	1	2	3	Average
Resting	65	64	67	65
Exercise	115	107	112	111

Tables or graphs drawn using a pencil and a ruler.

From our results, we can conclude that our heart rate increases when we exercise from 65 bpm when resting to 111 bpm after exercise.

Verbal feedback given.

Air - the more specific say Oxygen Cells also need energy.

This is because the cells in the muscles that are moving need more air in order to move. Your heart beats more rapidly to ensure the muscles get more air from the blood and take away waste.



Diagrams drawn using a pencil.

Response to teacher discussion written in purple pen.

// Well done for explaining your results using your scientific knowledge.

👉 Where your results reliable? How could you make them more reliable?

My results may not have been reliable as I couldn't control all of the variables (such as the weather). Next time, I would control the variables by conducting it in a laboratory.

Responses to next step comments are made in purple pen.

## Churchfields Junior School Outstanding Presentation

Long date written at the top left hand side and underlined in pencil using a ruler.

LO is written in pen and underlined in pencil using a ruler.

Tuesday 5<sup>th</sup> September

L.O To recognise and interpret the symbols that represent the Christian festival of Christmas

Any sub-headings are underlined in pencil.


1 line is missed between L.O. and work

<u>Modern day symbols</u>	<u>Traditional symbols</u>
Christmas tree	Angel Gabriel
Wreaths	Three Wise Men
Santa Claus	Star of Bethlehem
Presents	Donkey

Drawings in pencil and coloured in pencil crayon.

Tables are always drawn using a pencil and a ruler.

Star of Bethlehem



The Star of Bethlehem represents a significant symbol within the Christmas story. The three Wise men were told to follow the Star which led them to the stable Baby Jesus was born in. Without the Star they would not have been able to give their gifts of gold, frankincense and myrrh. In relation to modern day celebrations, the Star is frequently used when decorating the Christmas tree. It is placed on top, to represent the star in the sky leading the three Wise Men to Bethlehem.

Three ticks show L.O. met and comment reflects the L.O. set.

Black fibre-tipped pens are used.

/// A expert explanation about the importance of the Star of Bethlehem and how it relates to modern day Christmas celebrations

What do you think the significance of the three Wise Men is and do they relate to modern traditions

The three Wise men were significant as they helped King Herod be prevented in his plan to kill Jesus, following Angel Gabriel's visit in their dream. They bought Jesus gifts, this is where the tradition of presents may originate from

Next step challenges children and asks them to explain statements given.

Responses to next step comments are made in purple pen.

## Churchfields Junior School Outstanding Presentation

Long date written at the top left hand side

LO is written in pen and underlined in pencil using a ruler

One line missed underneath LO

Indent at the start of a new paragraph

Black pen is used in written work

Three ticks show LO met

Next step challenges children and asks them to give more evidence for their answer


Responses to next step comments are made in red pen


Tuesday 27<sup>th</sup> September 2016

L.O. To use a source to discuss the effect of a World War One treaty.

Source B shows the destruction of Germany in many different ways. The prisoner's shirt has been removed to show that Germany has been stripped of their industry, agriculture and lots of land. The string tying the prisoner's hands together represents the fact that Germany have been forced to admit defeat and the prisoner's bowed head means surrender. The way the leaders are dressed in black reminds me of a funeral. Clemenceau represents France and he is holding the string of the guillotine to show that in 1918 the French wanted revenge most. From the way they are standing, it seems like David Lloyd George and Woodrow Wilson are standing back and less involved.

///

 A detailed analysis of a visual source with effective use of historical evidence.

 Why was Clemenceau keen to enforce a harsh treaty at the end of World War One?  
Clemenceau especially wanted this because many of the battles were in France, destroying houses, miles of railways, coal mines and breweries.



## Churchfields Junior School Outstanding Presentation

Long date written at the top left hand

LO is written in pen and underlined in pencil using a ruler

1 line is missed between LO and work

Any subtitles are underlined in pencil

Points made from spider diagram are on the line

Three ticks show LO met and comment reflects the LO set

Responses to next step comments are made in red pen

Next step challenges children and asks them to explain statements given

Wednesday 22<sup>nd</sup> May 2017

LO: To read and analyse climate graphs

Location	Average temperature (°C)	Average rainfall (mm)
United Kingdom	20-22	784 ✓
Florida	30-32	1032 ✓

The temperature (°C) is higher in Florida than in the UK. ✓ However, in the UK, rainfall in mm is less throughout the year. Reasons for this vary. ✓

So why do people still holiday in Florida?

Theme park attraction ✓

Unusual wildlife - turtles, dolphins ✓

Florida as a tourist destination

'Sunshine state' throughout summer months. ✓

Interesting history St. Augustine. ✓

✓✓ An excellent analysis of your well constructed climate graph.

👉 Why is it that Florida has a hotter climate and yet there is more rainfall?  
 Florida gets more rain than the UK because the hotter it is, the more evaporation will take place. ✓

Tables or graphs are always drawn using a pencil and a ruler

Black fibre-tipped pens are used

## Churchfields Junior School Outstanding Presentation

Long date written at the top left hand side.  
Days of the week do not have a capital letter in French.

vendredi douze Janvier 2018

LO is written in pen and underlined in pencil using a ruler.

L.O: To be able to recall 6 farm animals in French and to memorise their spelling.

One line is missed between L.O and work.



Le mouton



Le cochon

When pictures are used, they are glued in the book and not folded.

Leave 2 lines before a new piece of work.

vendredi dix-sept Janvier 2018

L.O: To consolidate the understanding of 'j'aime' and 'je n'aime pas' by writing at least two sentences.

Number your sentences in the margin.

1. J'aime le mouton = I like the sheep.
2. Je n'aime pas le cochon = I don't like the pig.

Black pen must be used for your written work.

Masculin	Féminin
le cochon	la vache

Tables and diagrams are drawn using a pencil and ruler.