



Principal: Ms K Laurie NPQSL
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Hillsgrove Presentation Policy

Trust Vision:

The curriculum at Amadeus Primary Academies Trust

Amadeus Primary Academies Trust is committed to providing high quality learning experiences enabling our children to become confident, articulate, independent, life-long learners ready for the challenges of a society that is fluid and ever evolving. The location of our schools, on the borders of London and Kent, allow our pupils to access the variety and richness this valuable resource provides.

Ambition	Persistence	Adaptability	Thoughtfulness
Through our curriculum we set out to ensure that all children, regardless of starting points achieve their full potential. Our language rich curriculum allows children to build on their learning progressively acquiring the knowledge and skills needed for the next stage in their education.	The APAT curriculum facilitates our children to become resilient, self-challenging, curious learners.	Our holistic approach begins with key knowledge and skills of the National Curriculum and EYFS framework which is thoughtfully adapted and built upon to meet the needs of all our children ready for the next stage in their learning journey.	Our mindful approach to the delivery of the curriculum reflects the uniqueness of each of our schools, communities and the pupils within. We nurture the wellbeing of the individual to promote a culture of kindness, respect and empathy in line with our own schools and the British Values to become a well-rounded member of society.

School Vision: *We want pupils at Hillsgrove to be confident that they have the skills and knowledge they need to thrive in the world beyond school. We want all pupils to have aspirations for themselves that match ours and we want them to develop a love of learning for life.*

Impact
The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all pupils and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

Implementation
These expectations are intended to apply to the vast majority of pupils in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).

Impact
Staff will ensure that presentation of work is actively taught in each lesson. It should be a main focus at the beginning of the year and continue and then be referred to periodically throughout the year.



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Incentive:

Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour policy (praise, House Points, Headteacher awards)
- Sharing of good work in whole school assemblies.
- Handwriting will be taught in line with the handwriting policy on a regular (at least weekly) basis. The focus of these lessons will be correct letter formation and cursive handwriting. Pupils will need to be taught how to write in a cursive style.

General rules

- All drawings and diagrams should be in pencil.
- Felt pens are not used in exercise books.
- Coloured pens will only be used for specific reasons by pupils
- Purple pen for marking or self-correcting
- Pencil crayons should be used in exercise books.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.

Starting new work

Pupils should be taught where to begin a new piece of work. As a general rule pupils will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Monitoring

Presentation will be monitored by the Middle and Senior Leadership Team on a regular basis by:

- Work Scrutinies
- Pupil interviews

EYFS

Expectations of presentation in Reception will change significantly as the year progresses and the pupils move towards transition to year 1. From Reception, children will be taught to write using a cursive style.

Writing equipment

- Pupils will always write in pencil in books or for directed tasks
- Pencil Crayons will be used in exercise books or for focus learning
- Pupils can explore mark making with a range of mediums

Staff will encourage

- Staff will emphasise correct letter formation and left/right orientation.
- Will be encouraged to try and write in a straight line. Sometimes pupils will be given guidelines to aid writing.



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All Years 1 – 6

Equipment

- All work will be written in pencil or in pen if the child has a pen license.
- Pupils will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Pupils will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out.

Handwriting

- Staff will emphasise correct letter formation through the regular teaching of handwriting. All children to be taught cursive writing from Reception.
- Where children are not making the expected progress with their handwriting, these children will be raised with the SENCo.

Maths Books

- Only pencil to be used
- Pupils to be taught to use 1 digit per square
- Where appropriate, ruler lines will be drawn by pupils.
- The side margin must be 2 squares wide.

ALL Writing books

- Writing across the curriculum will be consistent, showing clear effort and pride.
- CL used for start of sentence and for proper nouns.
- Pupils will focus on common exception words and topical words being spelt correctly.

Title of work

- Title to indicate work content – usually the learning objective.
- Title and date underlined with ruler.

Care of ALL Books (including homework book/folder)

- Pupils will not doodle on pages or on the covers of their books