



# Presentation Policy

## St Mark's CofE Primary School



### Rationale

We believe that on most occasions in school pupils should be taught to present their work neatly so that it can be easily read by themselves and others.

### Purposes

In the very first weeks of school there will be many opportunities for children to record their learning responses on paper. The children will be encouraged to develop their hand control through making marks on paper with a variety of medium.

As children progress through school increasing opportunities will be given to produce best work. The teacher initially provides the model and those strong or improving in the area of presentation will be used to inspire their peers.

Some children find presentation more difficult than others and the teacher should praise effort and take time to teach these children how they can improve. We are aiming for each child to be able to produce neat, readable work and the following guidelines are to be used to aid this.

It is recognised that in order to instil pride and high standards in our pupils, it is essential that all staff model this to them. Without high expectations from staff, the pupils will not achieve as well as possible.

### Guidelines

#### Writing implements:

- In year R children will use pencils, chalk, crayons, pens and other writing implements to write with and will explore a variety of papers and medium with which to work.
- Children will normally write with pencil or pen (blue ink preferred).
- Children will be allowed to write in pen in books when the teacher considers their handwriting neat and fluent and their spelling accurate.
- Maths work is to be written in pencil, although written work may be in pen where applicable.
- The use of felt pens will be restricted to work on paper, and only as directed by the teacher.
- Coloured pencils may be used to illustrate work in books.

#### Corrections:

- Rubbers may be used with caution and at the teachers discretion.
- Mistakes in pencil or pen should be crossed out with a single line, not with an ink eraser or Tippex, or by scrubbing out.

#### Setting out of work:

- In general, we use 'MR DUMTUMS' to keep our work well presented and consistent across the school.
- When sticking loose sheets into exercise books, they must be carefully trimmed (folded if trimming not possible) and stuck in straight
- Maths – 1 digit per square. No margin needed.

Children should sometimes be asked to evaluate their own work to see if it matches up to the standards of presentation required and suggest solutions or targets for improvement.

Reviewed: Summer 2024

Review: Spring 2026

### DON'T FORGET Mr DUMTUMS

**Margin**  
**Date**  
**Underline**  
**Miss a line**  
**Title**  
**Underline**  
**Miss a line**  
**Start**

