



Stamford Green Primary School and Nursery

Presentation Policy

Agreed at (please indicate with a *):

- Full Governing Body Meeting _____
- Children and Learning Committee Meeting _____*
- Resources Committee Meeting _____

Date: 18.11.21

Presentation Policy Contents

Section	Page Number
Aims and objectives	3
Policy	3 – 7
Appendices	
• Classroom Guide	8
• Exercise Book Information	9 – 13
• Handwriting Formation for YN – Y1	14
• Handwriting Formation for Y2 - Y6	15
• Number Formation	17

Presentation Policy

1. Aims

- a) This policy aims to establish high expectations and pride in everything we do; from both ourselves and the children as presentation is a life-long skill that needs to be fostered.
- b) This policy aims to create a clear and consistent set of guidelines for the presentation of children's learning.
- c) The guidance outlined in this document focuses on the presentation of written work. However, at Stamford Green, we believe that presentation goes well beyond the written page. It is an approach to school life, which includes caring for our school environment and ourselves so that high standards are evident in all we do.

2. Objectives

- a) To motivate each individual to present their learning in the best possible way.
- b) To enable children to recognise learning that is presented to a high standard.
- c) To ensure that each child knows the standard of presentation that is expected.
- d) Staff will create consistency in standards of presentation across the school.

3. Expectations of Staff

- a) Remember that you are the most important role model for presentation and high expectations.
- b) All handwriting which is on display for the children – on whiteboards/interactive whiteboards/books/flip charts/displays – should be legible, consistently formed and neat. YN to Y1 teachers will print their letters and Y2 to Y6 will use joined handwriting. In Y2 this will be phased in depending on the needs of the children throughout the year.
- c) Children's learning must be marked in accordance with the Feedback Policy, which includes marking.
- d) Please make sure that children clear work surfaces and the floor before leaving the room to reduce waste of resources and to encourage responsibility and care of the environment.
- e) Staff will reward some children daily for demonstrating excellent or improving presentation skills, by sticking the presentation sticker by pieces of work.

4. General Guidelines

- a) Any sheets being stuck in books should be trimmed and folded so that paper does not hang out and get tatty.
- b) When sticking worksheets in, fold so the date and title are visible if they are written on the sheet.
- c) Cursive handwriting writing should be followed as set out in the English Policy.
- d) Write from the margin or the left edge of the page.
- e) Work should be set out appropriately e.g. poetry, tables, non-fiction, and children should be encouraged to space their work out and use a bigger space if it is needed.
- f) Children should be encouraged to put a single line through their mistakes and not rub them out. This is so teachers can see the errors children are making and help.
- g) Children should start a new page for a new piece of work.
- h) Details of what should be written on the front of exercise books or folders are listed in the Appendices. Please see 'Exercise Book Information'. Typed labels should be used and the Office will be able to assist with this.
- i) Children should not draw or write on the front cover of their books and should look after and be proud of them.
- j) Children should not underline the whole of a line. They should write the date and title first and then underline what they have written.

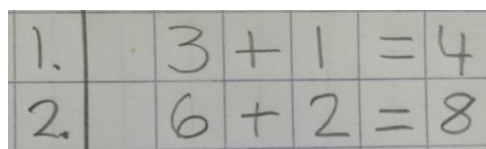
- k) Children should be encouraged so that the same high standards, which apply to writing in their books, also apply when they are writing on mini whiteboards.

5. Dates and titles

- a) Short date – **18.11.21** (dots should be used to separate the numbers) – in all books except English.
- b) Long dates – **Thursday 18th November 2021** – English books only.
- c) Date on the first line near the left margin.
- d) Title on the next line near the left margin. E.g. **WALT: Write a title**
- e) Please refer to We Are Learning To with the children and not the acronym 'WALT'.
- f) The date and title should be underlined **using a ruler**.
- g) A line should then be left before the children start their work.
- h) YN and YR – children will have their dates and titles in their books. Dates will be on the left hand side of the book, before the piece of work. Titles will either be written in by adults or typed and stuck in by adults.
- i) Y1 children will have their dates and titles typed and stuck in by adults until the summer term. In the summer term they will learn how to write the short date on the first line on the left hand side and learn how to underline it. The titles will still be stuck in for those who need it to be but if children are ready then they can write the title in themselves.
- j) Y2 – In the autumn term children will write the short date for all subjects and the long date for English on the first line, to the left hand side. The titles can still be stuck in but some children will be ready to do their own.
During the spring term children will be working towards writing their dates and titles and underlining as in KS2 below.
- k) KS2:
- i. date on the first line near the left margin;
 - ii. title on the next line near the left margin;
 - i. the date and title should be underlined **using a ruler**;
 - ii. a line should then be left before they start their work;
 - iii. short date for all subjects except English e.g. **18.11.21** (dots should be used to separate the numbers);
 - iv. long dates for work in English books e.g. **Thursday 18th November 2021**.
- l) The above may vary for children with a SEND or those who find it hard to copy. Some children may find it easier if the date and title are in front of them so they don't have to keep looking at the board. Using methods from YR/Y1/Y2 is acceptable to meet a child's individual need.

6. Maths

- a) Always in pencil
- b) 1 digit per square
- c) If the page does not include a margin, children should draw one 2 squares wide on the left-hand side of the page. The number of each calculation should be placed in the margin beside the calculation e.g.



7. Learning without Limits

- a) As part of our Learning without Limits ethos, all children in KS2 will be given the choice to write in pen in their English, Science and Discovery Books if they would like to (it is our school policy that all children in KS2 work in their maths books in pencil and when drawing

diagrams). We will encourage children to think about the task they are completing and so this may help them to choose whether they use a pen or pencil and so this may vary from day to day or lesson to lesson.

b) Blue handwriting pens should be used (not biros).

8. Golden Books

a) Please remember to use dividers before children use the Golden Books each term.

Year 3
Autumn Term

9. Parent/Carer Comments

- a) The office will provide sticky labels for every class so that parents/carers have the opportunity to comment on their child's learning. Please do not write on the front of books.
- b) There will be various opportunities for this to happen throughout an academic year.
 - i. during Parents' Evening;
 - ii. after every Golden Book Week;
 - iii. during Class Open Time.
- c) Each label will be titled with the event and date in bold e.g. **Class Open Time 13.6.21** followed by 'I have looked through my child's learning and I like...'
- d) If a child's parents/carers don't complete a sticker, then the Class Teacher should ensure that the child visits a member of the ELT so they can praise and complete the sticker.

10. Communication

- a) Letters/emails will be written in Century Gothic size 11 (or 10 if it helps to fit the text on 1 page instead of 2).
- b) Consistent house style to be in place with text justified (icon next to align right icon) to be used.
- c) Dates in letters/emails to be written as 1 September 2021 with no day of the week or 'st' after 1 for first.
- d) Emails sent to a group of people should use the bcc line so that email addresses aren't shared.
- e) Email sign offs should follow the examples below:

<p>Mrs Gina Beadle Year 5 Class Teacher</p> <p>Stamford Green Primary School and Nursery, Christ Church Mount, Epsom, Surrey. KT19 8LU T: 01372 725383 W: www.stamford-green.surrey.sch.uk</p>	<p>Mrs Julie Edwards Teaching Assistant</p> <p>Stamford Green Primary School and Nursery, Christ Church Mount, Epsom, Surrey. KT19 8LU T: 01372 725383 W: www.stamford-green.surrey.sch.uk</p>
<p>Mrs Leanne Glaister Assistant Headteacher and Year 4 Class Teacher</p> <p>Stamford Green Primary School and Nursery, Christ Church Mount, Epsom, Surrey. KT19 8LU T: 01372 725383 W: www.stamford-green.surrey.sch.uk</p>	

- f) Branded letterheads and presentation templates are available from the PA to the Headteacher and LMT.

11. Learning Environment Non-Negotiables

- a) Staff should lead by example and have high expectations for the environment areas that they are responsible for so that this mirrors the high expectations we have for the children's presentation and work.
- b) Classrooms and corridors should welcome children and adults with celebratory displays of work and resources to support current programmes of study. Working walls, self-help strategies and desktop toolkits provide pupils with helpful resources when working individually or on tables, encouraging independence and resilience.
- c) There are frequent examples of pupils' work that demonstrate high achievement, including that of our disadvantaged pupils.
- d) Creating classroom and school systems that last beyond a tidy up.
- e) Teaching positions should be organised so that the adults' back is not to children when using the computer.
- f) Everything put up on display boards should be single mounted as a minimum.
- g) Storage for PSAs/TAs should be allowed for in cupboards etc. to ensure that surfaces remain clear in all communal areas at the end of each day.
- h) If labelling furniture then it should be of a high standard e.g. any label, laminate or tacky back plastic should be cut straight.
- i) All desks should be decluttered so the space is purposeful.
- j) No 'old' furniture to be taken to the refurbished classrooms.
- k) No blu tack on windows in refurbished classrooms.
- l) No blu tack on the walls in the refurbished classrooms.
- m) KS2 - no carpet area - you can always move chairs and tables if you need to for a specific activity or book the studio or hall.
- n) YR and KS1 – Carpet area is big enough so all children can see the board easily.
- o) Nothing should be stored on the top of cupboards in the classrooms.
- p) Make the most of surfaces for book corner type displays or for displaying examples of 3D work that the children have completed. Ensure there are a combination of 2D and 3D displays in classrooms and around the school.
- q) Don't forget your specific Values display and add to throughout the year.
- r) Ensure that there is at least one piece of work for every child up in the classroom. If doing a corridor display make sure every child is represented too.
 - i. all displays should have a title and an explanation of what the display is about;
 - ii. at some point throughout the year, an anti-bullying and online/ e-safety display must be put up in the classroom or corridor;
 - iii. YN, YR and Y1 outdoor areas must be exciting and engaging for the children to participate in during the day and must be tidied away at the end of the school day.
- s) Spray (with proper cleaning capabilities) and cloths are used so that when wiping laminates, it is actually clean and pride is taken with all resources on display.
- t) Store books centrally not in children's trays so that the books are kept in pristine condition. Books should not be left on tables when not in use – of course it is fine to get prepared in advance of a lesson or lessons.
- u) At the end of the day ensure children take responsibility for how they leave the classroom and cloakrooms by modelling and pointing out things that need to be picked up or tidied. If the cleaners spend their time picking up or cleaning round items, then we get a less thorough clean!
- v) Make sure you have the following posters on display in class:
 - i) Value of the month;
 - ii) Marking – Age specific;

- iii) Behaviour Code;
- iv) Presentation;
- v) Self-help strategy – individual to each class or year group;
- vi) Handwriting formation – not cursive for YR and Y1;
- vii) Number formation.
- viii) Is it bullying? Poster from KD
NB: If you are copying new versions please ensure the copy is of good quality and mounted on the same colour as the versions on the rest of the school.
- w) A4 laminate posters will be used for each class so that Pupil Leadership is consistently represented across the school and that pictures can be displayed consistently across the school in each class.
NB: School Council, Eco Warriors, Behaviour Ambassadors, Sports Crew
Y6: Head Boy/Girl and Deputy Head Boy/Girl, Prefect Leaders, House/Vice House Captains, Buddies, Office Work Experience
- x) 'Morning Slide' in operation and children are using it to organise and improve.
- y) Cloakroom area (either inside the classroom or in the cloakroom) is tidy with pegs being used.
- z) Classroom doors to use the template door sign, which shows who is the Class Teacher/TA/PSA and the names of the children in the class.
- aa) Communal areas, including the spare classrooms, hall and studio should be left as found e.g. no cups, paper or resources. Please also return PE equipment to the correct place.
- bb) The yellow signs for the wet floor will now live in the hall cupboard – furthest right – please put back in there if you are using the hall after lunch.

12. Office Environment Non-Negotiables – This applies to all office spaces in the school

- a) The expectation is that we will have a tidy, welcoming and professional school.
- b) Our customer service will follow Richard Branson's basics:
 - i) stand out from the crowd;
 - ii) concentrate on basics;
 - iii) tools to do the job.
- c) The office environment non negotiables have been designed to complement classroom learning environment non-negotiables.
- d) Everything put up on display boards should be to a high standard - printed in colour (if applicable) and straight if cut.
- e) Everything should have a home.
- f) Surfaces remain clear at the end of each day and as much as possible throughout the day including biscuits etc.
- g) If labelling, then it should be of a high standard e.g. any label, laminate or tacky back plastic should be cut straight.
- h) Please declutter all desks so the space is purposeful. Desks to be left clear at the end of the day. Could someone else sit and work at your desk easily when you are not there?
 - i) Nothing to be stored on the top of cupboards.
 - j) Any rubbish that won't fit in the bin to go straight to the outside bins.
 - k) Deliveries to be put away or stored in Resources room to be sorted.
 - l) Any equipment brought into the office is put away straight after use e.g. spare chairs etc.
 - m) Cupboard doors are kept closed.
 - n) No hoarding!
 - o) Bins and recycling box kept out of site from front desk.
 - p) Nothing pinned to back of desk screens.
 - q) Areas under desk kept tidy and handbags stored in cupboards and coats on a hanger not on the back of a chair.
 - r) All staff to be reminded not to use the office as a 'dumping area'.

In all books

Please remember...

- Date on the 1st line near the left margin
- Title on the 2nd line near the left margin
- Underline both the date and title with a ruler
- Leave a line after the title and then start your work

Long date in English books
Short date in all other books

Long date

Thursday 18 November 2021

WALT: Write a title

Short date

18.11.21

WALT: Count to 10

Presentation at Stamford Green



Working together to be the best we can

Maths

Please remember...

- 1 digit per square

2	3
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- If you need to draw a margin make it 2 squares wide on the left hand side

General

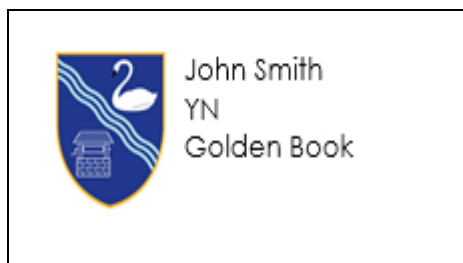
Please remember...

- To stick your sheets in carefully so nothing hangs out
- Mistakes are ok so only put 1 line through them so your teacher knows how to help you
- Not to draw on the front of any books
- To start a new page for each new piece of work

Nursery – Books / Folders – 2021 - 2022

Beginning of year	Subject/Book title	Colour	Size of Book A4/A5	Lined/Plain/Square	Size of Lines/Squares	Margin Y/N	Catalogue – page – order number	End of year
New	Discovery Folder	Yellow	A4	Ring binder			GLS G1307796	Key pieces of work to go to YR. Rest of work goes home.
New	Learning Journal	N/A						Goes home
New	Golden Book	Yellow	A4	Lined	8mm	Y	KCS 01 301 248	Goes up
New	Discovery Folder Labels	White	148 x 210 mm	Angular Permanent Adhesive			Staples WW-297735882	

1. Labels: Left aligned



2. Discovery Folder:

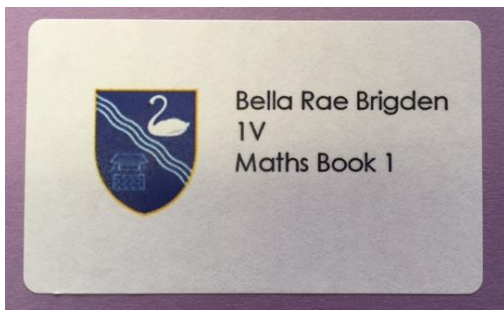


Reception – Books / Folders – 2021 - 2022

Beginning of year	Subject/Book title	Colour	Size of Book A4/A5	Lined/Plain/Square	Size of Lines/Squares	Margin Y/N	Catalogue – page – order number	End of year
New	Writing Book	Red	A4	½ plain ½ lined (wide)	13mm	N	KCS 01 301 008	Goes home
New	Learning Journal			N/A				Goes home
New	Discovery Folder	Yellow	A4	Ring binder			GLS G1307796	Goes home at the end of the year
New	Golden Book	Yellow	A4	Lined	8mm	Y	KCS 01 301 248	Goes up
New	Maths Book	Light Blue	A4	Large squares	20mm	N	KCS 01 301 165	Goes home
New	Discovery Books	Green	A4 Over sized	Plain	N/A	N	KCS 01 016 073	Goes home
New	Discovery Folder Labels	White	148 x 210 mm	Angular Permanent Adhesive			Staples WW-297735882	

1. Labels: Left aligned

2. Discovery Folder:

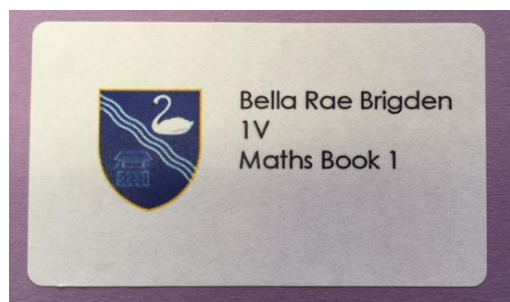


Year 1 – Books – 2021 - 2022

Beginning of year	Subject/ Book title	Colour	Size of Book A4/A5	Lined/Plain/ Square	Size of Lines/ Squares	Margin Y/N	Catalogue – page – order number	End of year
New	English Book 1 English Book 2, 3 etc.	Red	A4	Lined	15mm 8mm	N	KCS 01 301 110 KCS 01 301 235	Goes home
New	Free Writing Book	Purple	A4	Lined	15mm	N	KCS 01 301 117	Goes up
New	Phonics	Light green	A4	Lined	15mm	N	KCS 01 301 118	
New	Maths Book 1 Maths Book 2, 3 etc.	Light blue	A4	Squared	20mm 10mm	N	KCS 01 301 165 KCS 01 301 175	Goes home
New	Discovery Book	Light green	A4 +	Plain	-	N	KCS 01 016 073	Goes home
New	Learning Journal	N/A						Goes home
Comes up	Golden Book	Yellow	A4	Lined	8mm	Y	KCS 01 301 248	Goes up
New	Interventions Book	Orange	A4	Lined (stick in squared paper)	8mm	Y	KCS 01 301 424	Goes home

Labels: Left aligned on label

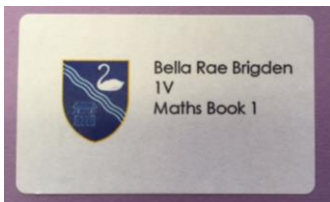
For Golden Book: Left aligned on label and no class on the label



Year 2 – Books / Folders – 2021 - 2022

Beginning of year	Subject	Colour	Size of Book A4/A5	Lined/Plain/Square	Size of Lines/Squares	Margin Y/N	Other	End of year
New	English	Red	A4	Lined	8mm	Y	KCS 01 301 235	Goes home
New	Maths	Light blue	A4	Square	10mm	N	KCS 01 301 175	Goes home
New	Discovery Book	Dark green	A4	Lined	8mm	Y	KCS 01 301 422	Goes home
Comes up	Golden Book	Yellow	A4	Lined	8mm	Y	KCS 01 301 248	Goes up
New	Interventions Book	Orange	A4	Lined (stick in squared paper)	8mm	Y	KCS 01 301 424	Goes home
New	Handwriting	Purple	A5	Lined	Handwriting lines 4mm	N	KCS 01 269 001	Goes home
New	Homework Book	Dark Blue	A4	Lined	8mm	Y	KCS 01 301 306	Goes home but HPVB 'tickets' go up with treasury tag
New	Homework Folders	Blue	A4				KCS 01 945 028	Goes home
New	Learning Journal	N/A						Goes home
New	Morning Tasks (Y2, Y3, Y4 & Y6)	Purple	A5	Lined	8mm	Y	KCS 01 270 109	Goes home
Comes up	Science Book	Light Green	A4	Lined	8mm	Y	KCS 01 301 004	Goes up

NB – feel free to differentiate books used for individuals e.g. use Y1 English book depending on children's needs



Labels: Left aligned on label label

For Golden Book: Left aligned on label and no class on the label

Year 3, 4, 5, 6 – Books / Folders – 2021 - 2022

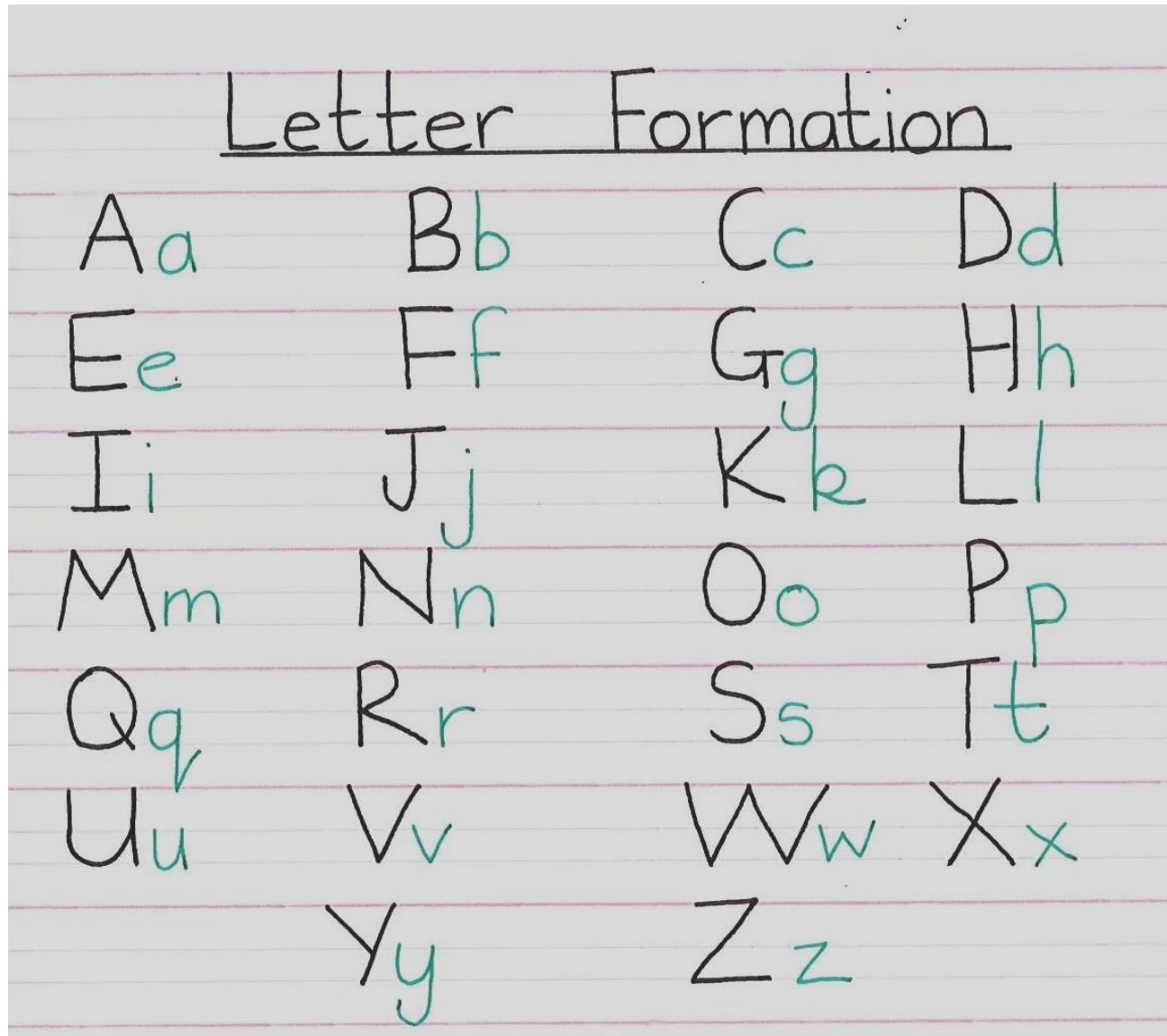
Beginning of year	Subject	Colour	Size of Book A4/A5	Lined/Plain/Square	Size of Lines/Squares	Margin Y/N	Other	End of year
New	English	Red	A4	Lined	8mm	Y	KCS 01 301 235	Goes home
New	Maths – Y3 for 1 book only	Light blue	A4	Square	10mm	N	KCS 01 301 175	Goes home
New	Maths – Y3-Y6	Light blue	A4	Square	7mm	N	KCS 01 301 163	Goes home
New	Interventions Book	Orange	A4	Lined (stick in squared paper)	8mm	Y	KCS 01 301 424	Goes home
New	Discovery Book	Dark green	A4	Lined	8mm	Y	KCS 01 301 422	Goes home
New for Y3 & Y4	Handwriting	Purple	A5	Lined	Handwriting lines 4mm	N	KCS 01 269 001	Goes home
New	Homework Book	Dark Blue	A4	Lined	8mm	Y	KCS 01 301 306	Goes home but HPVB 'tickets' go up with treasury tag
New	Homework Folders	Blue	A4				KCS 01 945 028	Goes home
Comes up	Golden Book	Yellow	A4	Lined	8mm	Y	KCS 01 301 248	Goes up
Comes up	Science Book	Light Green	A4	Lined	8mm	Y	KCS 01 301 197	Goes up
New Y3 & Y4	Morning tasks book	Purple	203m m x 165m m	lined	8mm	Y	KCS 01 270 109	Goes home
New	Learning Journal			N/A				Goes home

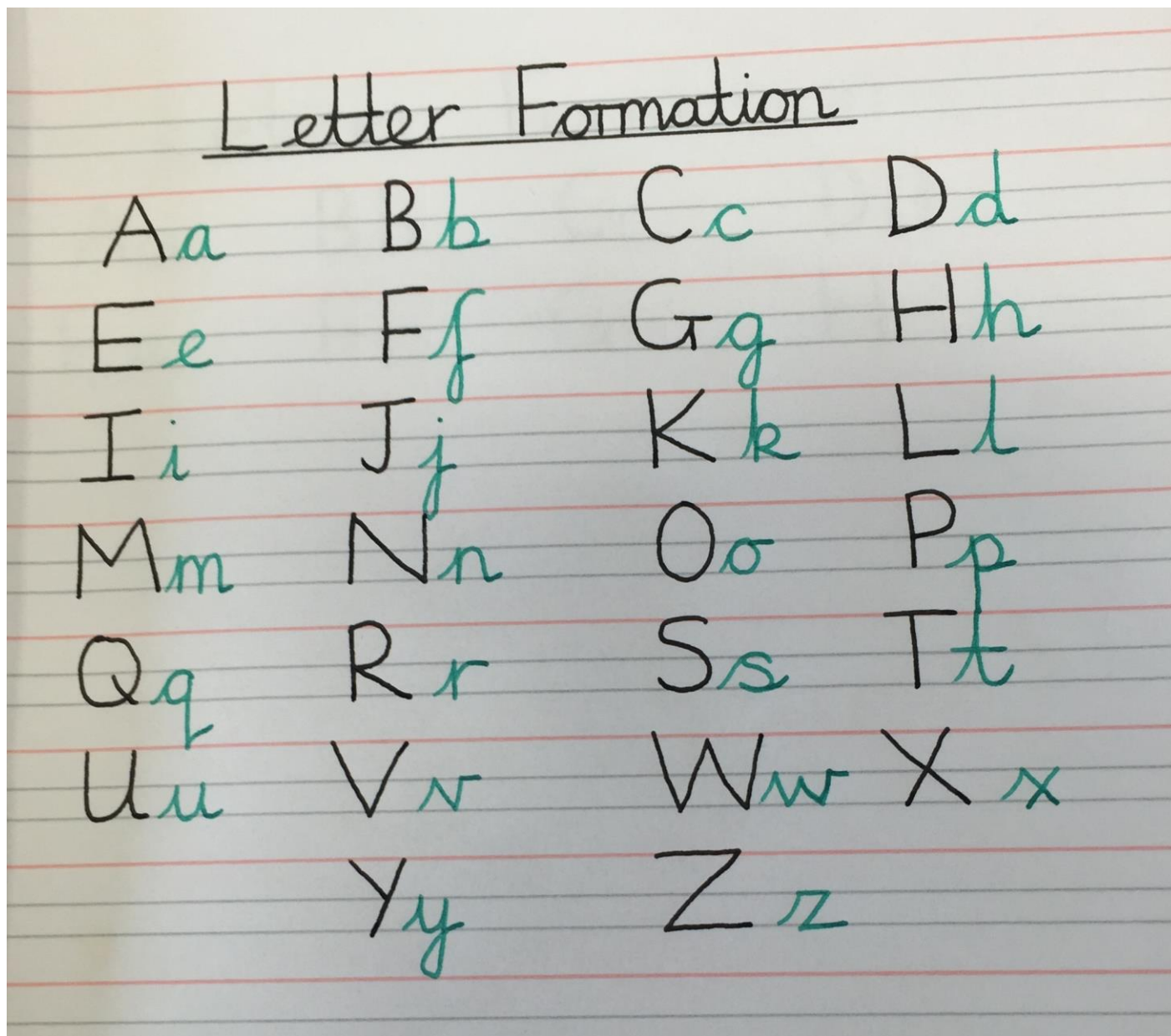
Labels: Left aligned on label

For Golden Book: Left aligned on label and no class



YN and Y1 handwriting formation





Number Formation

