



Woodlands Federation Presentation Policy

Policy written September 2025
Review date – September 2026

Children's work

Book covers should indicate:

- Child's first Name (and further identifying initial if necessary)
- Year group
- Subject
- Adults only should put this information on pupils' books
- Plastic covers should be used to keep books in good condition – pupils are not to deface covers

Date of work in books:

- All pieces of work must be dated.
- All dates to be written on the left at the start of a piece of work.
- Digital date to be used in all books, with the longer date used in English books at the class teacher's discretion.
- The teacher/TA can enter the date and/or title in pupils books at their discretion so as not to lose learning time

Title of work in books:

- All work must have a title or learning intention at the beginning of the work
- The key question can be shown as a title or TBAT (To Be Able To), written by the pupil, adult or typed as appropriate to ensure work can be begun quickly.
- There is no need to underline dates and titles.

All staff should strive for, and use vocabulary of, **excellence** and **pride** in presentation

General presentation:

- Children should use coloured pencils when illustrating work, not felt pens
- Teachers should encourage a good standard of presentation to ensure work is easy to read
- Errors should be crossed out neatly with a single line
- Children only use rubbers under the teachers direction
- There is no need to rule off a piece of work
- Children should display a sense of pride in their learning and presentation of learning

Teaching Boards (e.g. whiteboards / Interactive Whiteboards)

Date:

- Digital date used on the left of the board, with clear digits large enough to be seen at the back of a classroom
- If full date used, it should be in cursive script and large enough to be clearly seen at the back of the classroom. This can be in pre-prepared typed script.
- In KS2 this may also include the date written in French and the use of Roman numerals to show the day (if it is appropriate to the learning)

Learning Intention (LI) and Success Criteria (SC):

- Learning intention or key questions will be displayed at an appropriate time within the first 15 minutes of the lesson. The prefix 'To be able to' (TBAT) will be used.
- Success criteria to be displayed as e.g 'Remember to:' or 'Success criteria or steps to success'
- These may begin with an imperative verb, such as –

Remember to:

- *use the past tense*
 - *write in the first / third person*
 - *use connecting words and phrases to help the reader*
- LI and SC to be shared and discussed with pupils during the lesson, and recorded on the board
 - SC can be generated with and by pupils during a lesson or in mini plenaries and added to through the lesson.

Handwriting

Our aim is to ensure that all our children develop a fluent, consistent, confident and legible style.

- Adults should **model the appropriate cursive handwriting style** whenever they are writing for pupils unless this mitigates against children's ability to read the text (e.g. when children are just beginning to read)
- Adults can differentiate between legible writing for note taking/jottings, and legible writing for finished, presented texts.
- All writing should be easy for pupils to read

Reception and Year 1

abcdefghijklmnopqrstuvwxyz

- Children will be taught how to hold a pencil correctly and sit at a table correctly, as appropriate in the learning environment.
- Children will be taught to form each letter in the cursive style, each letter beginning 'on the line' with a lead-in stroke.
- Each letter will be formed separately but not joined up to begin with.
- During year 1, when ready, the children will begin to start joining some of their letters.

Year 2-Year 6

abcdefghijklmnopqrstuvwxyz

- In year 2 the children will begin to start joining some of their letters as they are ready.
- Letters should be joined legibly (although there may be inconsistencies in size at this stage) and carefully.
- Once children have achieved a consistent and joined style they will be encouraged to write at greater speed whilst developing a personal style that is both comfortable and clear.
- Adults will use purchased fonts through 'Join-It' for class display and signs unless a particular style is required for variation.
- Handwriting pens will be introduced when a fluent and cursive style has been adopted and their use will be encouraged in all work except maths, when only pencil is used.
- In Maths pupils will write in pencil and place on digit in each square (where used).
- Editing in purple pen will have the same expectations as handwriting pen use – legible, neat and clear. Pupils will be taught to use the pen correctly as part of handwriting practice.
- Pencil is to be used for diagrams, underlining and lines (eg, arrows) as needed.
- When a pen is used by pupils it should be black ink. Children in upper KS2 will be given some choice in the type of handwriting pen they use.

Monitoring and Review

We will review this policy on an annual basis.