

PRESENTATION POLICY



VANTAGE ACADEMY TRUST

Date approved:

*Date for revision:

Responsibility: Directors

Approved by the Directors

Signature of Chair_____

*subject to any relevant changes in legislation or other appropriate guideline

Labels

Each child's book is to have a pre-printed label with the child's name, year group and subject area. The books are to be stored within the classroom and should be easily accessible. There are different books for each subject area and it is expected that each piece of work will be quality marked (see marking policy). When books are completed, they are to be stored in the classroom and a new printed label put on the next book.

Procedure

1. Long date (Day, date and Month) to be written (left hand side) in all subjects for KS1 and KS2 apart from Maths. Underlined neatly with a pencil and ruler in Year 2 Summer term and KS2 all year round. Short date to be written in maths with dots separating for example 08.03.17. This is to be underlined.
2. Leave a single line after the date
3. Learning Intentions (LI) to be written (left hand side) in all subjects for KS1 and KS2.
4. Leave a single line after the Learning Intentions before starting work.
5. No felt-pens to be used in any exercise books.
6. One single line, using a ruler, to cross any mistakes out.
7. No rubbers apart from art.
8. Huge emphasis at the start of the year on presentation and the importance of pride.
9. The handwriting guidelines must be adhered to. Handwriting should be of a similar standard to that demonstrated in the books from specific handwriting lessons.

This year in particular, we will have a strong focus on presentation across all subjects across school.

Books will be collected by SLT, Team Leaders, Subject Leaders at various points throughout the year and scrutinised!

St James CE Primary School Display Guidelines

Every class needs to be tidy and clutter free. Children should have access to basic provision every day. This includes sharp pencils, sharp colouring pencils, pens and rulers (as appropriate).

Every class needs-

- A working wall display- maths and English. This needs to include your key questions, vocabulary etc that the children are learning that week.
- Smiley chart
- Days of the week
- Months of the year
- 3 Before Me
- Letter formation arranged in grass, sky etc.
- IPC display- title, learning outcomes, knowledge harvest, entry point, evidence of learning for each subject, key vocabulary, challenging questions, KSU comments by teacher, evidence of rubric assessment, exit point and KSU definitions. Include lots of work not just 1 or 2 pieces.
- Presentation charter
- Noise monitor
- Traffic lights
- Times table ladder
- Kagan structures appropriate to year group
- All work needs to be backed unless not appropriate.
- All posters or information needs to be big enough for children to read from their seats. Lettering must be in cursive lettering.
- RE display and worship area (see worship handbook for details)

English display- Look at band statements to inform display requirements. See year 2 example below.

- Common exception words
- Homophones
- Punctuation - ! ? . , ' ,
- Contractions
- Age related suffixes and prefixes
- Definitions and examples of: Noun, noun phrase. Statement, question, exclamation, command, compound words, suffixes, adjectives, adverbs, verbs, tense (past, present).
- Alan Peat sentence structures (as taught)
- Also include examples of children's writing and update these each half term.

Maths display - Look at band statements to inform display requirements. See year 2 example below.

- Calculations strategies for 4 operations
- 2, 10 & 5 times tables.
- 100 square
- Compare signs
- Fractions $\frac{1}{2}$, $\frac{1}{4}$, $\frac{1}{3}$, $\frac{2}{4}$, $\frac{3}{4}$
- 2D/3D shapes and their properties
- Clock with labels showing $\frac{1}{4}$ past/to, $\frac{1}{2}$ past and time to 5 minutes

Also include examples of children's work on reasoning