



ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

PRESENTATION POLICY

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

Pupils will share in God's love, whilst receiving a broad and balanced education. We aim to enable each individual to realise their full potential, spiritually, academically, physically, socially and emotionally.

This policy must be read in conjunction with the Safeguarding and Child Protection Policy and all the policies listed in the Staff Induction Checklist at the end of this policy

Date drafted: May 2023

Date ratified by the Governors: May 2023

Date for review by Staff and Governors: May 2025

1. Introduction

God is at the heart of all we do and our curriculum is based on the key principles and beliefs of our Bishop. We ensure that, through the lens of faith, we develop individual, unique people and form the foundations of them being able to contribute to society.

At St Thomas More Catholic Primary School, we believe that all children and staff should have high expectations of their presentation across the curriculum. Linked to research, we believe that children should develop the automaticity in their handwriting to enable them to write at length. Pupils at St Thomas More, take pride in their work across the curriculum and have high expectations of themselves.

2. Aims

Our aims:

- St Thomas More pupils leave school with legible handwriting.
- Pupils of all abilities record their work in their own ways.
- The expectations for presentation are consistent across the whole school, as well as in all areas of the curriculum.
- Pupils understand and are able to adapt their handwriting for the audience and purpose of the writing.
- Pupils will be able to improve the pace and speed at which they write through having high expectations of their presentation.
- St Thomas More Pupils will have pride in their work across the curriculum and in turn will have improved self-confidence.

3. English

Pupils should develop the stamina and skills to write at length. In order to do this, a level of automaticity should underpin pupils' presentation.

3.1 Writing

- From Summer of Year 1, pupils should write the long date on the second line down in their English books. *Format-Wednesday 19th February*. This should be on the right-hand side of the page.
- When writing the learning objective, a line should be missed between the date and the learning objective. *Note: when using Steps to Success, the LO will be printed on the slip of paper and does not need to be written again.*
- Learning objective should be written on the left-hand side next to the margin.
- Both the long date and where appropriate the learning objective should be underlined with a pencil and a ruler.
- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures.
- Blue handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Additional printed resources should be kept to a minimum, be the correct size for the page and stuck in neatly with minimal folding.

- Both pupils and staff are to write in the Letter Join cursive font in all pieces of writing.

3.2 Reading

In guided reading, pupils should have high expectations of presentation whether that be answering questions, completing mind maps or paragraphs of written text. Pupils should use knowledge and skills from their reading to demonstrate understanding through their writing.

- From Year 3, pupils should write the long date on the second line down in their guided reading books. *Format- Wednesday 19th February*. This should be on the right-hand side of the page.
- Pupils in EYFS and KS1 should write the short date in their RWI books and underline with a ruler on the right-hand side.
- When writing the learning objective, a line should be missed between the date and the learning objective.
- Learning objective should be written on the left-hand side next to the margin.
- Both the long date and, where appropriate, the learning objective should be underlined with a pencil and a ruler.
- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures.
- Blue handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Numbers and bullet points to be put in the margin.
- Additional printed resources should be the correct size for the page and stuck in neatly with minimal folding.
- Both pupils and staff are to write in the Letter Join font in all pieces of writing.

4. Mathematics

- KS1 to write short date on left hand side of the page.
- KS2 to write short date in Roman Numerals on left hand side of the page.
- KS1 to stick labels in books with LOs printed on them.
- KS2 all to leave one line, then L.O. written on the line below as the date.
- Date underlined with a ruler.
- Date to be underlined with a line of a specified length, and this length to be recorded e.g. a 7.5cm line (changes weekly) (Years 3-6).
- Do it, Twist it and Deepen it written under the LO
- Learning to be completed in pencil.
- All individual calculations to be marked - by pupils or staff
- Corrections to be completed by the child and then marked.
- Question numbers to be distinguished by a bracket. E.G. 4)
- Do it, Twist it and Deepen it to be highlighted in green if they have achieved it (KS1 by staff, KS2 by children)
- No workings out to be rubbed out.
- Top tips to be written in purple pen at the end of the lesson.

- Additional printed resources should be kept to a minimum, be the correct size for the page and stuck in neatly with minimal folding.

5. Religious Studies

In Religious Education children record their outcomes in their own RE book and class floor book. In the Religious Education book there will be:

- A new unit label at the start of each unit.
- Mind map – at the beginning of each unit children complete a mind map of what they already know. This mind map is then added to in purple pen at the end of the unit to show what they have learnt - clear indication of progress. KS1 – complete whole class mindmap.
- Each new lesson is on a new page.
- Religious Education books. *Format-Wednesday 19th February*. This should be on the right hand side of the page.
- When writing the learning objective, a line should be missed between the date and the learning objective and the oracy learning objective too.

RE LO: _____

Oracy LO: _____

- Learning objective should be written on the left-hand side next to the margin.
- Both the long date and where appropriate the learning objective should be underlined with a pencil and a ruler.
- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures.
- Blue handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Additional printed resources should be kept to a minimum, be the correct size for the page and stuck in neatly with minimal folding.

6. Science

In Science, a wide range of learning should be evidenced through written tasks, investigations and labelled diagrams.

- All lessons should start with the short date. This should be on the right-hand side of the page as the short date- 16.02.23
- When writing the learning objective, a line should be missed between the date and the learning objective.
- Learning objective should be written on the left-hand side next to the margin.
- Headings and titles underlined with a ruler.
- Both the short date and where appropriate the learning objective should be underlined with a pen/pencil (depending on if the child has a pen license) and a ruler.
- All crossing out should be done with a pencil and a ruler.

- Pencil only should be used to draw diagrams and pictures (regardless of pen licences). Ruler used when straight lines or arrows are drawn on diagrams, with labels written in pen (if pen licences allow).
- Blue handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Additional printed resources should be kept to a minimum, be the correct size for the page and stuck in neatly with minimal folding.
- Both pupils and staff are to write in the Letter Join font in all pieces of writing.
- Printed resources need to be in the same letter join font.

7. History

In History, a range of activities should be evident. This could include extended writing, labelled diagrams, photo evidence (with explanations) as well as evidence of investigative work – sources, photos etc.

- A new unit label at the start of each unit.
- Each new lesson is on a new page.
- In Year 1, children will have the long date and learning objective typed and underlined and stuck at the top of their page.
- In Year 2, children will write and underline the long date on the right-hand side (where necessary this will be typed and printed) and their learning objective will be typed and underlined and stuck at the top of their page.
- In KS2, pupils should write the long date on the second line down in their History books. *Format- Wednesday 19th February 2023*. This should be on the right-hand side of the page.
- When writing the learning objective, a line should be missed between the date and the learning objective.
- Learning objective should be written on the left-hand side next to the margin.
- Both the long date and where appropriate the learning objective should be underlined with a pencil and a ruler.
- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures. Ruler used when straight lines or arrows are drawn on diagrams, with labels written in pen (if pen licences allow).
- Handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Minimal use of sheets, however resources should be the correct size for the page and stuck in neatly with minimal folding, ensuring enough glue is used to not make edges flap.
- Both pupils and staff are to write in the Letter Join font in all pieces of writing, including any worksheets.

8. Geography

In Geography, a range of activities should be evident. This could include extended writing, labelled diagrams, photo evidence (with explanations) as well as evidence of investigative work – atlases, globes etc.

- Each new lesson is on a new page.
- In Year 1, children will have the long date and key question typed and underlined and stuck at the top of their page.
- In Year 2, children will write and underline the long date on the right-hand side (where necessary this will be typed and printed) and their key question will be typed and underlined and stuck at the top of their page.
- In KS2, pupils should write the long date on the second line down in their Geography books. *Format- Wednesday 19th February 2023*. This should be on the right-hand side of the page.
- When writing the key question, a line should be missed between the date and the key question.
- The key question should be written on the left-hand side next to the margin.
- Both the long date and where appropriate the key question should be underlined with a pencil and a ruler.
- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures. Ruler used when straight lines or arrows are drawn on diagrams, with labels written in pen (if pen licences allow).
- Handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Minimal use of sheets, however any additional printed resources should be the correct size for the page and stuck in neatly with minimal folding, ensuring enough glue is used to not make edges flap.
- Both pupils and staff are to write in the Letter Join font in all pieces of writing, including any worksheets.

9. Art and Design & Design Technology

Pupils will record Art and Design and Design Technology outcomes in their individual sketchbooks or as a finished article.

In sketchbooks:

- A new unit label at the start of each unit.
- Each new lesson is on a new page.
- Short date and Learning Objective for each lesson to be written with a pencil or blue handwriting pen and underlined with a pencil and ruler. The date to be on the right-hand side and the learning objective on the left. KS1 to use labels to indicate learning objective and date.
- Where appropriate, work should be completed directly into sketchbooks.
- Minimal use of sheets – where sheets are needed, they should be trimmed and stuck in neatly.

- When completing 3D projects, a photograph should be used to evidence the lesson with the corresponding date and learning objective.

10. Modern Foreign Language

As writing and reading is a key skill within Modern Foreign Language, pupils should have neat, legible and joined handwriting that everyone can read.

10.1 Work

- All crossing out should be done with a pencil and a ruler.
- Pencil only should be used to draw diagrams and pictures.
- Handwriting pen or pencil to be used for writing.
- Purple pen to be used for editing only.
- Date to be written at the top left of the worksheet in Spanish. Underlined with a pencil.

10.2 Folders

- All work should be kept neatly in the folders.
- Work should be in a chronological order that is easy to access each lesson.