



Ashton West End Primary Academy

Presentation Policy

Approved by the Curriculum and Standards Committee

Date: 13th November 2025

Review Date: November 2027

Mission Statement:

‘Today I am proud of my school, tomorrow my school will be proud of me.’

The purpose of this policy is to ensure that children at Ashton West End Primary Academy receive consistent messages about what is expected from them in relation to acceptable presentation of work. Standards are to be consistent no matter what the subject. Through high expectations of presentation, it is believed that the importance of the work that is produced will be enhanced, and help to raise self-esteem. Teacher expectation, persistence and consistency are the keys to improvements in children’s progress in both presentation and achievement.

Principles:

- Consistency of approach is key to raising standards of presentation
- Standards of presentation will enhance the pride children have in work produced
- The expectation is that all written work will receive the same consistent approach
- Consistent teacher expectation of work will improve standards of work produced, not just in presentation, but in content as well

Aims:

- To ensure that quality work is produced by children at all ages and abilities
- To enable children to have success, resulting in better self-esteem
- To produce consistency of approach and standards, no matter the age group

Monitoring and Evaluating:

- The curriculum leads will collect samples of work, visit classrooms and talk to the children about their work regularly
- Staff meetings will take place with a focus on presentation. Children’s books to be shared and staff to share the techniques they use to improve presentation within their classroom
- Discussions will be encouraged with parents at events such as curriculum evenings, parents’ evenings and parent workshops
- All staff will continually monitor their own practice and moderate across year groups during planning sessions

Desirable Outcomes:

- There will be an improvement in children’s learning
- Children will become more self-confident and develop greater self esteem
- Children will become more involved in their own learning and assessment and will develop a greater awareness of what is expected of them
- Parents will develop a greater understanding of the school’s philosophy of the purposes of presentation and of its usefulness in terms of children’s achievement and progress
- There will be consistency in presentation across year groups, between years and across the key stages

Guidelines:

The following procedures for the presentation of children's work to be implemented by all staff:

Front covers:

The cover of all books should be labelled with a sticker containing:

- Child's name
- School Logo
- Class (e.g. 6F)
- Subject title
- There should be no graffiti on/in any book

Target sheets:

- English, Whole Class Reading and Maths books to have the child friendly target sheets in a pocket at the back of the book.

Layout within books:

Date and learning objective:

- Where lessons incorporate Memory Sheets, the date and learning objective will be typed onto the sheet.
- The date will be written on the left-hand side of the page in day, date, month and year format. In Maths, the date must be written in numerical form, for example **01.09.25**.
- The Learning Objective is written beneath the date in the rare instances where Memory Sheets are not used. This is not underlined.
- Where there is no sheet, the date should be handwritten on the left-hand side and in the same format.

Monday 1st September 2025

LO: To use subordinating conjunctions.

- A line is then left after the learning objective or Memory Sheet.
- Where suitable, a new page is started for each new lesson.

Writing equipment:

All children to write in pencil until they achieve a 'Pen Licence'. A pen licence is achieved when:

- All mistakes are crossed out in pencil with a ruler
- Handwriting is neatly joined
- Purple pen used for editing purposes

(This needs to be evidence over at least 3 weeks of work to show consistency.)

- The 'Pen Licence' is announced in assembly and the child will receive a certificate
- Where pupils have developed accurate letter formation and been awarded their Pen Licence, they should use a blue pen. Once awarded this pen, this should be used for all written work apart from Maths.

Mistakes within work:

- One line, in pencil, should be drawn through any mistake with a ruler
- Children must not use Tippex/liquid paper
- Rubbers to be used with discretion but only on rare occasions, as rubbing out does not allow for the monitoring of progression

Resources:

- All resources to set high expectations
- All resources are to be trimmed neatly. For example, if the resource is in a box, then the box to be cut around neatly
- All resources to fit within the books, no sheets that are hanging out of the side
- All work within the book to be stuck neatly and with care

Marking:

- Where lessons have been taught by a Supply Teacher this should be recorded as 'Supply'
- All marking should follow the agreed Marking Policy