

Applecroft School



Presentation Policy

Person Responsible:	Deputy Headteacher
Review Cycle:	Annual
Date of Issue:	June 2026
Review Date:	June 2027

Presentation Policy

School Vision:

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life'

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

Introduction:

Applecroft School is committed to providing outstanding education for all its pupils. Presentation of work is an important aspect of pupils' learning and reflects the pride that our pupils take in their work. This policy clearly identifies the standards of presentation expected across the curriculum.

Aims:

- To establish high expectations in everything we do - both of ourselves and of the children
- To have a clear and consistent approach to presentation across the school
- To motivate each individual pupil to have pride in the presentation of their work
- To enable pupils to recognise work that is well presented.

Expectation for staff:

Remember - you are the most important role model for presentation and high expectations

- All handwriting on display for the pupils should be legible, neat and following the handwriting procedures. This includes writing on displays, IWB, whiteboards, flip charts and marking and even notices, however short term they are designed to be displayed for
- All staff will aim to mark pupils' work daily and will do so at least weekly following the Feedback and Marking Policy and Procedures
- When sticking work, labels and headings in books ensure they are straight and cut to size
- Learning Objectives (LOs) / Learning Questions can be stuck in for KS1 pupils and pupils with additional educational needs
- For second books, please use a label which states book 2 - for further information see admin staff
- Ensure children are aware of, and meet the expectations, listed below

Expectations for pupils:

- Pencils should be used for KS1 writing
- At the beginning of Year 3, all children are introduced to using a black handwriting pen during their handwriting lessons. From the Spring term of Year 3, after a term of teaching and practice, all children will use a pen (black handwriting pen only) when publishing their HfL writing
- From the beginning of Year 4, all children will use a pen (black handwriting pen only) for all their work, including maths, apart from diagrams, graphs, tables and charts that should be in HB pencil. The margin and title should also be underlined in HB pencil. This also applies to other subjects e.g. science where the children may need to draw tables
- The use of a pen is inclusive of all children and should never be revoked, where presentation or letter formation needs improvement, additional practice or appropriate resources will be put in place
- Biro's should not be used
- All drawings should be completed in pencil and colour added with colouring pencils
- The LO / Learning Question / Step and date should be underlined with a ruler
- Errors should be crossed out using a neat single horizontal line
- Rubbers should be used at the teacher's discretion
- Paragraphs should be clearly demarcated by indentation and missing a line
- There must be no drawing or writing on book covers - doodling, felt-tips pens and Tippex are not acceptable
- From Y4, pupils should draw vertical margins with a pencil in their maths books after having practiced first

Adaptation and SEND:

At Applecroft School we have an established framework for the identification and support of children with special educational needs and disabilities. Through this framework, the child's needs are identified and appropriate levels of support provided. Adaptions can be made to the presentation on agreement with the Assistant Headteacher for Inclusion and Wellbeing. This could include Los / Steps being stuck in for some children and short dates used for all subjects.

The trustees and staff of Applecroft School are strongly committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Presentation Expectations



BOOK:	EXPECTATIONS:
English & Handwriting	• All work dated with long date - aligned to the left next to the knowledge note - for left hand children these will be to the right • All work to have a STEP • The STEP will be written/stuck on the left-hand side - for left hand children to the right • The date must be underlined with a ruler and a pencil • New pieces of work should be underneath, leaving a line or on the next page if there isn't sufficient room on the page • Paragraph breaks should be indicated by indentation
Maths	• All work dated with short date - aligned to the left • A sequence of learning steps should be stuck into pupils' books, with each subsequent lesson clearly labelled with the corresponding step. • The Step will be written/stuck on the left-hand side • From Y4, all maths books will have a margin which the children draw in pencil - they should practice this first • The date and Step must be underlined with a ruler and a pencil • New pieces of work should be underneath if there is sufficient room on the page or on the next page. • Pupils should put 1 digit per square • A gap of one square should be maintained between question numbers and answers • Tables, charts and diagrams should be drawn using a pencil and ruler and where applicable coloured in using coloured pencils • Pupils should work across the page
Science	• All work dated with short date - aligned to the left • All work must have a Learning Question - for left hand children these will be to the right • The Learning Question will be written/stuck on the left hand side • The date and Learning Question must be underlined with a ruler and a pencil • New pieces of work should be underneath if there is sufficient room on the page or on the next page. • Diagrams must be drawn in pencil and coloured in using coloured pencils • Paragraph breaks should be indicated by indentation
Art & Design (including sketchbooks), Computing, Design Technology, Geography, History, MFL, Music PSHE Leader in Me Religious Education	• All work dated with short date - aligned to the left next to the knowledge note - for left hand children these will be to the right • All work must have a LO / Learning Question (lesson number in music) - for left hand children these will be to the right • The LO / Learning Question will be written/stuck on the left hand side - for left hand children these will be to the right • The date and LO must be underlined with a ruler and a pencil • New pieces of work should be underneath, leaving a line or on the next page if there isn't sufficient room on the page • Paragraph breaks should be indicated by indentation