



WIDNES  
ACADEMY

ASPIRING AND ACHIEVING

# Presentation Policy 2024-2025

**Ratified by Governors:** Autumn Term 2025

**Next Review Date:** Autumn Term 2026

**Link:** Mrs L. Kirchin

A GREAT  
PLACE  
**TO BE A  
PART OF**

MEMBER OF THE WADE DEACON TRUST

## Presentation

It is important to instil in children a sense of pride by setting high expectations for presentation in their work

## Handwriting

The teaching of handwriting will depend on the needs of the child in each year group. It will be taught on a regular basis.

The focus in Early Years and key stage 1 will be on correct letter formation and moving towards the children developing their initial letter joins.

In key stage 2 the focus will be on children producing neatly joined handwriting. Any children who are not forming and joining letters correctly will be taught on a regular basis to meet these needs.

When writing in **all** their books all children will be expected to use good quality handwriting.

## Guidelines:

### Early Years Foundation Stage

- Date will be written by an adult
- Title or learning objective will be written by an adult
- Date and Learning Questions may be printed on labels
- Errors will be corrected by crossing out (a single horizontal line through the ~~error~~) and rewriting after.
- Rubbers will be used at the teacher's discretion.
- Coloured pencils will be used for colouring.

### KS1

- Date will be introduced when appropriate and will be underlined with a ruler.

– English ☑ **Monday, 5<sup>th</sup> September 2023**

– Maths and all other work ☑ **05.09.23** ☑

- The Learning objective will be written by T/TA/child.
- Date and Learning objective may be printed and added to books.
- Errors will be corrected by crossing out (a single horizontal line through the ~~error with brackets around~~) and rewriting after.
- Rubbers will be used at the teacher's discretion and for presentation work.
- Any lines will be drawn with a pencil and a ruler.
- Coloured pencils may be used in books.
- When using squared paper, each digit or symbol will be written in a separate square.
- Children will glue additional paper into their books straight and neatly, not hanging over the edge of the page.

## KS2

- Date will be underlined with a ruler
  - English ☑ **Monday, 5<sup>th</sup> September 2022**
  - Maths and all other work ☑ **05.09.22**, using one digit per square.
- The Learning Objective will be written at the beginning of each piece of work, and will be underlined with a ruler.
- Errors will be corrected by crossing out (a single horizontal line through the ~~error~~) and rewriting after.
- Rubbers will be used at the teacher's discretion and for presentation work.
- Coloured pencils may be used in books
- Mathematical drawings and scientific diagrams will be drawn using a pencil and ruler.
- When using squared paper, each digit or symbol will be written in a separate square.
- Children will glue additional paper in their books straight and neatly, not hanging over the edge of the page.

### In English work

Monday, 5<sup>th</sup> September 2023

LO → ...?

~~error~~

### In Maths, Science and Geography:

05 . 09 . 23

LO → ...?

~~error~~ 234 + 34 =

### Teacher's Guide

- Handwriting pens to be given when a pupil demonstrates neat cursive letters at the **teacher's discretion**. These pens can then be used in all subjects.
- In Key stage 1 special feather pencils given out at the teacher's discretion for correct letter formations.
- **Worksheets** - the use of worksheets should be **strictly limited** to encourage independent writing skills.
- Teachers should use a **green** pen when marking and giving written feedback.
- Children should respond to the feedback or carry out self marking in a **purple pen** in all books.

