

Springfield Presentation Policy

Intention

At Springfield, we want children to consistently present their work well and have pride in their books. The staff will have high expectations and encourage the children to ensure their work is neatly presented and our handwriting policy is followed. This policy will be implemented in English and Curriculum Books

Article 29 - Aims of Education: Children's education should help them fully develop their personalities, talents and abilities. It should teach them to understand their own rights, and to respect other people's rights, cultures and differences. It should help them to live peacefully and protect the environment.



Date: 28th November 2023

Review: July 2024

Implementation

- Children will start a new page each day, unless there is ample room to begin underneath the previous lessons work.
- The children will write in a sharp pencil or pen (once obtaining a pen licence)
- The children will write the date on the 2nd line down (not on the top line of the page). They will use a capital letter for the days of the week and the month of the year. From KS2 the date will be underlined with a ruler.
- Underneath the date there will be a kinetic letters practice patch. (English only)
- This will be followed by the purpose of the lesson. E.g. Writing to Inform, Climate of South America. From KS2 this will be underlined with a ruler. This may be printed at KS1.
- The children will then complete their writing ensuring their letters are formed correctly using the kinetic letters font.
- The children may stick in images as a stimulus for their writing or tables and diagrams – these must fit the page and not overlap the edge of the book.
- For editing the children will use purple pen. If there is a mistake, they will put a single line through the error and correct neatly in their purple polishing pen. If it is a spelling error, they will write this neatly in the margin or as part of the gap task (live marking)
- In English their final independent piece of writing will be a polished piece where the layout will reflect the genre of writing.

Impact

The impact will be that presentation in English and Curriculum books is good and the children take pride in their work. This will ensure the learning journey is clear. This presentation will impact upon the expected writing outcomes in terms of handwriting