Leesland C of E Federation

Presentation Policy

"Two Schools, One Vision"

Approval By:	Learning Committee
Review Frequency:	3 Years
Last Reviewed:	June 2026
Next Review Due:	Summer 2029

Review Approved (signature): EXECUTIVE HEADTEACHER

ON BEHALF OF GOVERNING BODY

Date Approved: 16th June 2026

*Through our Core Christian values, we aim to create an environment in which everybody feels **loved** enough to aspire to greatness, **respected** enough to build a community, and **gracious** enough to include everyone in our journey to achieve a bright future.*

Rationale

Within the Leesland Federation, we believe that children should be encouraged to develop the highest possible standards for presentation and handwriting. Children should have pride in their work, and should work towards developing a fluent, legible, joined script, and presenting their work so that it is attractive to the reader.

Aims

- To ensure children to feel pride in a well-presented piece of work
- To implement a whole school consistent approach to handwriting and presentation
- To model as staff the agreed handwriting (see appendix 2) and presentation guidelines
- To show a progression of skills through the years and age groups

Guidelines

For guidelines for each year group, see appendix 1 and 2

Non-negotiables

- Books will be kept free from doodles and scribbles, on both the outer cover and on pages within
- If presentation does not meet the required standard, there will be an expectation that the work, or part of the work, will be redone (subject to adult discretion).

Conclusion

This policy will ensure consistent high standards of presentation of children's work.

Equal Opportunities

This policy is in line with our Single Equality Policy.

Appendix 1 – progression

	Foundation Stage	Key Stage 1		Lower Juniors		Upper Juniors	
	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Verbal	Vocabulary development Speaking in full sentences Narrative and storytelling skills Listening skills Oral rehearsal Questioning and discussion Sequencing language Descriptive language Phonological and phonemic awareness Language for reasoning and explanation Turn-taking and conversational skills Memory and verbal organisation						
Date, title and setting out work	One, neat line through mistakes No rubbing out except for art	Day of the week written by children, accompanied by sticker with date and Learning Objective Short date for maths. Long date for English. One, neat line through mistakes No rubbing out except for art and mathematical drawings.	Children write own date as appropriate. (adults use professional judgement)	Long date – literacy Short date – numeracy / all other subjects Learning objectives on stickers, unless deemed appropriate for children to write by hand Rule off from last piece and then the date Underlining in pencil with a ruler No rubbing out except for art and mathematical drawings One, neat ruler line through mistakes		Date and titles on left hand side of the page underlined with a pen Long date (against the margin) – Literacy Short date – all other subjects Learning Objective – miss a line from date. (If a complex success criteria/objective, pre typed stickers will be acceptable to save time) Underlining in pencil with a ruler Rule off last piece of work by missing a line; ruling off; missing a line and date No rubbing out except art and technical drawings.	
Numbers	One digit/symbol per square. Lined up for column methods / place value columns. Correct number formation re-enforced						

Appendix 2: Kinetic Letters





