St Julian's Church School

Presentation Procedures

Reviewed September 2026

To be read in conjunction with the relevant MNSP Policies.

At St Julian's Church School we believe that neat, careful and thoughtful presentation of work raises standards as pupils take pride in and have a sense of ownership of their work. The presentation of work is an important aspect of children's learning. The quality of presentation reflects the children's skills and the pride they take in their work, themselves and their environment. How work is presented will depend on the age of the child, the learning purpose and the audience.

We are a happy, inclusive school where everyone is valued and supported. When planning and teaching, staff will make reasonable adjustments to the presentation of work to promote equality of opportunity and to enable all children to access the work. Additional resources will be available for those who require support with presenting their work independently. Support might be given through different style books/lines, coloured pages, pencil grips, support board, seating, scaffolding or *electronics*. These suggestions are examples and the specific needs of a child will be considered before deciding upon the best possible level of support provided.

The aim for all children at St Julian's Church School is to take pride in their work and celebrate their achievements by:

- Adopting a consistent approach to presentation across the school with progression in our expectations as children move up through the school.
- Motivating children to have high expectations of themselves and their school work.
- Clear and thoughtful presentation helps children to organise their thinking and their learning, supporting children to remember and recall what they have learned

To ensure consistency towards the presentation of work across the school, staff should focus on the following guidelines. All modelled, displayed and marked writing by staff should adhere to the expectations below.

Early Years and Key Stage 1 Expectations

All recorded work:

- A date must be included.
- In Reception teachers date children's work.
- In Year 1, children work towards writing the short date independently by the end of the year.
- By the end of Year 2, children write both the long and short date independently depending on the subject being taught.
    - When modelling writing on the flipchart or whiteboard, teachers and teaching assistants model writing the date and underlining this with a ruler
    - Children in Year 2 who have good fine motor control are given the opportunity to learn how to underline the date with a ruler and to do this when appropriate in their books

English and Wider Curriculum

- KS1 children work towards writing the long date in exercise books by the end of Year 2.
- Pencils to be used by the children.
- Errors will be crossed out with a single line in pencil.
- No felt tip pens are to be used in exercise books.
- Title or WALT to be used for all work.
- Titles and WALTs can be written in or stuck in at the teacher's discretion.
    - In Reception this will either be written by the teacher or stuck in.
    - In Year 1 this will be the same as in Reception however pupils will work towards writing their own title, depending on ability by the summer term.
    - In Year 2 pupils will be able to write their own title or WALT.

Mathematics

- KS1 children work towards writing the short date in exercise books by the end of Year 2.
- Only pencils to be used by the children in exercise books.
- One digit per square when working on squared paper.
- Errors will be crossed out with a single line in pencil.
- Title or WALT to be used for all work.
- Titles and WALTs can be written in or stuck in at teacher discretion.
    - In Reception this will either be written by the teacher or stuck in.
    - In Year 1 this will be the same as in Reception however pupils will work towards writing their own title, depending on ability by the summer term.
    - In Year 2 pupils will be able to write their own title or WALT.

Key Stage 2 Expectations

All recorded work:

- A date must be included and underlined with a ruler
- A title or WALT to be written or stuck in, depending on the lesson or child

English and Wider Curriculum

- The long date will be written on the left side of the page, on the top line, in continuous cursive (or neat print if the child cannot yet use cursive) handwriting and underlined with a pencil and ruler.
- A WALT or title will either be written or stuck in under the date.
- If a success criteria is used, the WALT or title will be recorded on this and the criteria will be stuck under the date at the beginning of the piece of work where possible.
- Children write the short date in the margin when continuing with a piece of work on another day.

• Errors will be crossed out with a single line.
• Purple pens will be used for uplevelling, corrections and responding to feedback (in line with the Feedback and Marking Policy)
• Diagrams are to be drawn in pencil and labelled with ruled lines.
• No felt tip pens are to be used in exercise books.

Mathematics

• The short date will be written on the left side of the page, on the top line, underlined with a pencil and ruler.
• A WALT or title will either be written or stuck in under the date.
• Pencils to be used within their books
• One digit per square when working on squared paper.
• Errors will be crossed out with a single line in pencil.
• All straight lines will be drawn with a ruler and pencil.
• Purple pens will be used for corrections and responding to feedback (in line with the Feedback and Marking Policy).
• No felt tip pens are to be used in exercise books.

Whole School Expectations

Books

• Children are expected to look after their books and keep them well presented.
• Work completed on separate sheets will be trimmed and glued in. This will ensure that the edges of the books are neat.
• Children are not to doodle on the front of their exercise books or anywhere in their books.
• Every exercise book will clearly state the child's name, year group and subject. Where a book continues into the next academic year the year group is altered with a forward slash (eg. Year 5/6).
• Teachers will ensure that they follow the book guidelines in the TSG to ensure that children receive the correct book/sizing.

Pencils and Pens

• Black ball-point pens to be used by children who have earned a pen licence.
• Pencils will be used by all children until at least the end of Year 4 moving to black ball-point pens by December of Year 6.
• In Year 5/6 the class teacher will use their discretion to award a pen licence to individual students based on effort and/or accuracy of handwriting.
• Felt tip pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.