

Presentation Policy

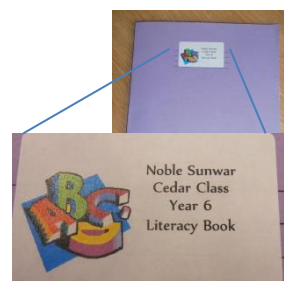
"To create something exceptional, your mindset must be relentlessly focussed on the smallest detail."

Giorgio Armani

At Park Way we believe that presentation should be appropriate to the task and show that we take a pride in everything we do. We expect equally high standards across all subjects, years and classes.

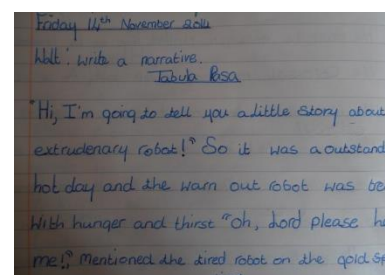
Staff will be expected to...

- Use the agreed books / folders as laid down by the SMT annually
- Label all books with white stickers with first and last name, class, subject and year group.
- Use plastic covers to protect books.
- Teach the children the appropriate forms of presentation for each learning task.
- Teach the children to present work for display.
- Ensure the learning objective and success criteria are evident and understood.
- All writing by adults should be neat and legible.
- Ensure that worksheets are **not** included.
- Trim any additions to books such as diagrams and pictures and stick in using a glue stick so that they fit neatly within the page, the edges do not curl and do not protrude outside the book cover.
- Label all tray, resources and coat pegs neatly and professionally.
- Ensure that display is a celebration of the children's best learning.
- Feedback to learning in line with the feedback policy in neat legible writing.
- Support children to develop a pride in their learning.



Children will be expected to;


- Refrain from embellishing books, folders, trays, lockers or coat pegs
- Use blue pen for writing in years 5 and 6 and in other years once they have developed a neat legible script.
- Use pencil for all Maths work and drawing.
- Coloured pencils and **not felt tips** should be used in books as felt tips seep through the page.
- Write one digit per square in Maths.
- Write the short / numerical date in Maths.
- Write the long date in all other learning. Eg. Monday 28th September The date should "sit" on the line not "float" above it.
Teachers should judge whether this is appropriate and writing the date must not take up unnecessary learning time.
- All calculations and working out in maths should be in books.
- Write on alternate lines for literacy (to facilitate easy editing and feedback).
- Underline using a ruler.
- Respond to feedback in blue pen.



Display

Display in classrooms and around the school will reflect all areas of the curriculum at some time during the school year. There will be a strong emphasis on key priorities for school improvement.

Display is a vital part of our learning environment. Adults in school should ensure ...

- Display is balanced, representing all curriculum areas throughout the year.
- There are captions identifying the learning process and where the work originated from.
- All captions are written in role model handwriting following the school policy, or typed.
- Learning evidence is mounted to a  high quality that shows the learning in its best light.
- Learning evidence is double mounted.
- Learning walls are the only place where double mounting is not necessary.
- Displays are interactive and 3d growing beyond the confines of display boards.
- The very best presentation with **no obvious spelling errors**. This may mean children re- writing for presentation purposes.
- Learning walls will be obviously distinguishable from other displays.
- Pre printed headings and resources will be avoided. Printed resources from sites such as twinkl, sparklebox and T pet will **not** dominate classrooms.

In whole school areas display will showcase the **very best learning**. This may be just a few pieces of learning chosen for their quality or a piece especially re written for display. It will be displayed with pride and the utmost care. In classrooms learning will show the learning journey for the children.



Teachers should be aware of equal opportunities and stereotyping issues relating to display.

Monitoring

The Headteacher and SMT are responsible for monitoring standards of presentation within the school.