



PRESENTATION POLICY

2026-2027

Purford Green Primary and Nursery

Part of the Passmores Co-operative Learning Community

General

- All pieces of work will be dated with the long date in English Books and short date in all other books. Most children will be doing this by the end of year 1
- All pieces of work will have a title which is linked to the Learning Outcome. This will be written by the children by hand or stickers used in EYFS and Year One.
- All dates and titles will be underlined in pencil with a ruler. Children will begin to do this from the Summer Term in Year one and all children will be able to do this by the end of Year 2
- Children will leave a line after writing the title and then start their work
- Pencil will be used for all mathematical work including tables, charts, diagrams and pictures in all subjects

- A ruler will be used for all straight lines in all subjects
- Rubbers should not be used for mistakes and a straight line with a ruler should cross out any mistakes unless work is being done for best for corridor displays. Rubbers can be used to alter charts and tables and when sketching in sketch books
- Previous work should be ruled off and the next piece started underneath
- Numbering for questions should be placed in the margin or to the left of the page.
- Wax crayons or felt tip pens are not used in books
- All books will have front labels for children's name, subject and class. These will be printed by the Class Teacher for every new book.
- Worksheets will be trimmed so there is no overlapping.
- A reward sticker can be added to child's book to recognise excellent work/effort.

Writing in all books

EYFS

- Children in Nursery will practise mark making and writing their names using different media • All children will be writing in books by the end of their Reception year
- Most children writing on the line with most letters formed correctly.

Year 1

- Most children will write the long date in English books by the end of year 1
- All children will be writing on the line with letters formed correctly by the end of the year.
- Children will begin to underline their date
- Children will use 12mm lines by the Summer Term

Year 2

- All children will write the long date in English books
- All children will write the title
- Most children will join using the continuous cursive style by the end of the year
- All children will underline their title and date using a ruler
- Children will use 12mm lines, moving on to 7mm lines in the Summer Term

Year 3 onwards (KS2)

- All children will write the long date in English books and the title
- All children will underline the date and title using a ruler
- All children by the end of year 3 to be joining using continuous cursive
- All children will be writing in pen, using the school's handwriting pen, by the spring term in Year 3.
- All children will use 7mm lines

Maths in all books

All written work in Maths books will be in pencil and follow the school's handwriting policy. Most children will join using the continuous cursive style by Year 2 and all children by the end of Year 3.

EYFS

- Some children to use 1 digit per square by the end of the year
- Children will use 15mm squares

Year 1

- Children will write the short date
- All children to use 15 mm squares moving to 10mm when ready
- By the summer term most children will use 10mm squares
- All children will write 1 digit per square
- Children will begin to underline their date in pencil with a ruler

Year 2, 3 and Year 4

- All children will write the short date and title, underling in pencil with a ruler
- All children will write 1 digit per square
- Children will use 10mm squares

Year 5 - 6

- The decimal point will be on the line
- Children will use 7mm squares

Inclusion

Children with SEN or high needs will follow the year group appropriate to their ability.

Review

This policy will be reviewed by all staff annually.