



Stanley Crook Primary School Presentation Policy 2026

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Vision Statement

Stanley Crook Primary School is committed to improving outcomes for all pupils through delivering a book-led, reading-rich curriculum which is dynamic, engaging and meaningful within a safe, secure and stimulating learning environment with high standards and expectations.

We are passionate about developing lifelong skills which enable all pupils to become resilient, respectful, independent and successful citizens of the future.

Our Mission

To try our best, to tell the truth, to look after each other and our community.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Presentation Policy

Intent

At Stanley Crook Primary School, we believe that high standards of presentation reflect pride, care and respect for learning. We want all pupils to take pride in their work and understand that presenting work neatly helps them to communicate their ideas effectively and demonstrates positive attitudes towards learning.

Consistent presentation expectations across the school support pupils in developing organisation, independence and responsibility whilst enabling teachers, parents and pupils to celebrate progress over time.

Presentation is not viewed in isolation and is closely linked to expectations within the Handwriting Policy.

Aims

The aims of this policy are to ensure that pupils:

- Take pride in their work.
 - Present work neatly and consistently.
 - Develop good organisational habits.
 - Produce work that is clear and easy to read.
 - Understand the importance of high standards across all curriculum areas.
 - Apply handwriting skills consistently in accordance with the Handwriting Policy.
 - Care for books and learning resources appropriately.
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General Expectations

Children should be reminded at the beginning of lessons that we are proud of our work at Stanley Crook Primary School and that neat presentation shows that we value and care about our learning.

Teachers will:

- Consistently model high standards of presentation.
- Remind pupils about presentation expectations regularly.
- Praise and celebrate well-presented work.
- Address poor presentation where necessary.
- Ensure that expectations are applied consistently across the curriculum.

Children will be encouraged to:

- Keep books clean and neat.
 - Avoid folding page corners.
 - Avoid doodling or unnecessary markings in books.
 - Look after school books and learning resources.
 - Complete work to the best of their ability.
 - Present all work with pride.
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Handwriting and Book Organisation

Teachers will:

- Remind pupils about correct posture for writing.
- Reinforce correct pencil grip in accordance with the Handwriting Policy.
- Promote consistent application of the school's handwriting expectations.
- Ensure rulers are used when appropriate.

Children will be taught to:

- Sit correctly when writing.
- Hold pencils appropriately.
- Underline neatly using a ruler.
- Attach worksheets and supporting materials neatly and accurately.
- Present work consistently across all subjects.

EYFS Expectations

In EYFS, presentation expectations will be appropriate to children's developmental stage.

Staff will:

- Model pride in work.
- Teach correct letter formation.
- Teach correct pencil grip.
- Encourage children to care for resources.
- Celebrate effort and achievement.

The focus in EYFS will be on developing early writing skills, fine motor control and positive learning habits, whilst gradually introducing expectations for presentation.

English and Foundation Subjects

Key Stage 1

- The date should be written in full, for example:

Monday 11th November

- From the Summer Term of Year 2, pupils should begin writing:
 - Date
 - Title
 - Learning Challenge

where appropriate.

Key Stage 2

Children should:

- Write the date on the first line.
- Write the title on the same line where appropriate.
- Underline both the date and title with a ruler.
- Write the Learning Challenge on the line below with no underline.

Example:

Monday 11th November
Learning Challenge

Title

Mathematics and Science

Children should be taught to present work clearly and logically.

Key Stage 1

- Date written as appropriate to age and stage.
- One number per square.
- Words should be written neatly, using the lines as appropriate.

Key Stage 2

- Date written in numerical format:

11.11.26

- Date and title underlined with a ruler.
- Learning Challenge written on the line below and not underlined.

Children should:

- Use one digit per square.
 - Set calculations out carefully.
 - Work systematically to support accuracy.
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Art

- The date should be written in numerical format where appropriate.
 - Work should be titled.
 - Titles should be underlined using a ruler where appropriate.
 - Photographs of practical work may be included in books alongside:
 - the date;
 - title;
 - learning objective or Learning Challenge.
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Corrections and Editing

Pupils should be encouraged to learn from mistakes.

Children should:

- Correct work neatly.
- Use a single line to cross through errors where appropriate.
- Avoid excessive rubbing out, scribbling or crossing out.

Editing and improvements should enhance presentation rather than detract from it.

SEND and Inclusion

Stanley Crook Primary School recognises that some pupils may require reasonable adjustments in order to achieve success.

Adaptations may include:

- Printed dates.
- Printed titles.
- Printed Learning Challenges.
- Alternative recording methods.
- Writing slopes.
- Pencil grips.
- Larger writing spaces.
- Assistive technology where appropriate.

Expectations remain ambitious for all pupils whilst recognising individual needs.

Wider Curriculum

The same high expectations for presentation apply across all curriculum areas including:

- English
- Mathematics
- Science
- History
- Geography
- Religious Education
- Computing
- Art and Design
- Design Technology
- PSHE

Presentation expectations should be consistent across subjects whilst recognising the practical nature of some areas of learning.

Digital Presentation

Where pupils complete work electronically, they will be encouraged to:

- Organise work clearly.
 - Use appropriate font sizes.
 - Use appropriate spacing and layout.
 - Take pride in the quality of digital work.
 - Apply correct spelling, grammar and punctuation where appropriate.
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Monitoring

Presentation standards will be monitored through:

- Book scrutiny.
- Lesson observations.
- Learning walks.
- Pupil discussions.
- Subject leader monitoring.
- Senior leadership monitoring.

Teachers will ensure that expectations are applied consistently across the school.

Impact

Successful implementation of this policy will ensure that:

- Pupils take pride in their work.
 - Books demonstrate consistently high standards.
 - Presentation supports learning rather than becoming a barrier to it.
 - Pupils develop positive attitudes towards their work.
 - Standards remain consistently high across the curriculum.
 - Work provides a clear record of learning and progression.
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Links with Other Policies

This policy should be read alongside:

- Handwriting Policy
- Feedback Policy
- SEND Policy
- Equality Policy
- Curriculum Policies