

GREAT CHART PRIMARY SCHOOL

PRESENTATION POLICY

September 2025



A Great Place to Discover and Learn

Vision Statement

A respectful community where we thrive and achieve our full potential as confident life long learners

Mission Statement

Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning

Our core value is Respect

Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence

PRINCIPLES

At Great Chart School, all pupils will be taught the importance of clear and neat presentation in order to communicate their ideas effectively. We also hope to ensure that all pupils develop a sense of pride in the presentation of their work

PRESENTATION OF WORK IN KEY STAGE 1

EQUIPMENT

- The children write in pencil for English and Maths.
- All maths work is recorded in pencil.

LAYOUT FOR WRITTEN WORK

- For English and Maths, all work will be dated.
- The Date, LOB and/or Success Criteria can be recorded on stickers and stuck neatly at the top of written work
- Any mistakes are crossed out with a single line drawn in pencil or rubbed out clearly.
- High Frequency/ Topic Spelling corrections are written above words which have been mis-spelt.
- Worksheets are trimmed to ensure that they are smaller than the book and stuck in neatly.
- Any editing by the pupil is completed in green pencil or pen.

PRESENTATION OF WORK IN KEY STAGE 2

Teachers should have high expectations of handwriting in all work across the curriculum. Work should be legible and joined where possible.

EQUIPMENT

- After receiving a pen licence in Y4, once handwriting is neatly joined, the children write with black handwriting pens.
- All maths work is recorded in pencil. Diagrams and pictures in foundation subjects should also be completed in pencil with labels in pen.
- Lines shall be drawn with a ruler.

LAYOUT FOR WRITTEN WORK

- For every piece of writing across the curriculum, if appropriate, the long date is written on the top line next to the Margin and underlined. A short date can be used for maths work as detailed below.
- On the next line, the Title / Learning Objective is written from the left hand side and underlined with a pencil. Learning objectives should be correctly spelt
- One line gap is left between the Title and the start of the piece of writing.

- Any mistakes are crossed out with a single line drawn in pencil, preferably with a ruler.
- Spelling corrections or a note to check spellings are written in the margin or at the end of the piece of work as per the marking policy.
- Guidelines are used when writing on plain paper.
- Worksheets are trimmed to ensure that they are smaller than the book and stuck in neatly.
- Any editing is completed neatly in green pen.

MATHS

- For every piece of work, the short date is written on the top line next to the margin.
- On the next line, the Learning Objective is written and underlined.
- If a margin is drawn in the centre of a page, care must be taken to ensure that working out does not become squashed
- A line is left blank between each question in Yr 5/6 when using a squared book.
- If squared/ grid paper is used, work should continue to be presented neatly with numbers written in individual boxes.