



Presentation Policy

Motivate • Educate • Achieve

Date of Policy: September 2022

Reviewed: January 2026 in consultation with staff

Presented to the Full Governing Body: 27 January 2026

Date of Next Review: January 2029

General Guidelines

- Pupils to present work in pencil. If pen license has been earned, KS2 pupils write in blue ink in all books, excluding Maths. KS1 pupils in English books only.
- Mark in pen, using **BLUE OR BLACK ink only**.
- All marking must be carried out in accordance with the agreed Marking Policy and Code.
- New paragraphs are indented for handwritten work – it is not necessary to miss a line as in word processed texts.
- Errors can be rubbed out or noted with one straight line through. Rubbers can be used at the teacher's discretion. A longer diagonal line can be used for text which is incorrect.
- There should be a balance of worksheets and pupils own work in books – pupils should learn to set their own work out as early as possible.
- Numbers should be noted in the margin. If making two lists on a page, pupils to fold page in half and draw a margin down the centre of the page e.g.:

1	5
2	6
3	7
4	8

Presentation and Sequence

NB. It is expected that almost all pupils will be capable of setting out their own work as overleaf below by the end of year 2.

- The short date should be separated by dashes i.e. **3 – 9 – 22** and written on left hand side of page.
- The long date should be started on the left hand side of the page, using the margin as a guide and must include the day, numerical date and the year i.e. **Thursday 3rd September 2022.**
- All work is to be entitled with the learning objective, in all subjects.
- Learning objectives should be included on all worksheets (word processed NOT handwritten) unless generated by the pupils themselves.
- Learning Objective is abbreviated and written as LO:
e.g. LO: To investigate the factors involved in making a fair test.

Key Stage Two Examples:

English example

Long Date (on the left)		Thursday 3 rd September 2022
Learning Objective (miss a line)		LO: To identify and describe a character's dilemma.
Handwriting (miss a line)		ea ea ea er er er
Start (indent new paragraph if handwritten)		Kalu is charged with the important task of collecting wild flowers to place on the flagpole in readiness for the forthcoming village festival. She understands that everyone

Maths example

Short Date (on the left)		3 - 9 - 2 2	III – IX - MMXXII
Followed by Roman numeral date		LO: To partition three digit numbers.	
Learning Objective (miss a line)			
One number/symbol per box			

History, Geography and R.E. Example

Long Date (on the left)		Thursday 3 rd September 2022
Learning Objective (miss a line)		LO: To research Ancient Greek gods.

Science, D.T. and Art Example

Short Date (on the left)		3-9-22
Learning Objective (miss a line)		LO: To investigate how light travels.

Year Two Examples:

English example

Long Date (on the left) written by pupils		Thursday 3 rd September 2022
Handwriting (miss a line)	ea ea ea	
	er er er	
Learning Objective Typed at start of year, increasingly written by pupils throughout year (miss a line)		LO: To identify and describe a character's dilemma.
		Kalu is charged with the important task of collecting wild flowers to place on the flagpole in readiness for the forthcoming village festival. She understands that everyone
Start (indent new paragraph if handwritten)		

Maths example

Short Date (on the left)		3 - 9 - 2 2
Learning Objective (miss a line)		LO: To partition three digit numbers.
One number/ symbol per box		

History, Geography and R.E. Example

Long Date (on the left)		Thursday 3 rd September 2022
Learning Objective Typed at start of year, increasingly written by pupils throughout year (miss a line)		LO: To research Ancient Greek gods.

Science, D.T. and Art Example

Short Date (on the left)		3-9-22
Learning Objective (miss a line)		LO: To investigate how light travels.

Year One Examples:

English example

Long Date (on the left) typed on sticker		Thursday 3 rd September 2022
Learning Objective typed on sticker (miss a line)		LO: To identify and describe a character's dilemma.
Start (indent new paragraph if handwritten)		Kalu is charged with the important task of collecting wild flowers to place on the flagpole in readiness for the forthcoming village festival. She understands that everyone
In RWInc. Books, short date in Autumn term, long date by end of Spring term		3-9-22

Maths example

Short Date (on the left)		3 - 9 - 2 2
Learning Objective (miss a line)		LO: To partition three digit numbers.
One number/ symbol per box		

History, Geography and R.E. Example

Long Date (on the left)		Thursday 3 rd September 2022
Learning Objective typed		LO: To research Ancient Greek gods.
(miss a line)		

Science, D.T. and Art Example

Short Date (on the left)		3-9-22
Learning Objective typed		LO: To investigate how light travels.
(miss a line)		