

Cockton Hill Infants' School

Presentation Policy



Headteacher: Tom Cuthbertson
Chair of Governors: Bob Woods

	Date	Name	Position
Written By		Tom Cuthbertson	Head Teacher
Reviewed	23/6/2026	Tom Cuthbertson	Head Teacher
Equality Reviewed	23/6/2026	Bob Woods	Chair of Governors
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Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the children.
- To create a clear and consistent set of guidelines for the presentation of children's learning.

Objectives

- To motivate each individual to represent their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each pupil knows the standard of presentation that is expected of them.

For all staff

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for teaching staff

- **Remember** – you are a role model for presentation and high expectation. Use the resources available to you (e.g., on the IWB – lines, grids) to model good practice.
- All handwriting on display should be the agreed school style. Writing should be legible, consistently formed, and neat.
- When sticking worksheets, tables, or labels into books, ensure they are trimmed, straight, and neatly presented.

Inclusion and Expectations for Children with SEND

At Cockton Hill Infants' School, we hold high expectations for all children, but we recognise that some children with Special Educational Needs and Disabilities (SEND) face specific barriers to physical writing and organisation.

- **Individualised Standards:** High quality presentation is relative to each child's individual stage of development and fine motor capabilities. A child with SEND should be encouraged to achieve *their* personal best, and their effort should be celebrated equally.
- **Reasonable Adjustments:** Teachers should plan for and provide adaptive resources to support presentation where needed. This may include:
 - Alternative recording methods (e.g., matching activities, typed text, or scribed adult annotations to capture oral language).
 - Specialist physical tools (e.g., chunky pencils, pencil grips, weighted pens, or sloped writing boards).
 - Modified layouts (e.g., enlarged squared paper for Maths, wider-lined books, or highlighted baseline cues).
- **Focus on Pride and Effort:** While neatness is encouraged, presentation guidelines must never become a barrier to a child demonstrating their academic learning or cognitive ability.

Expectations for children

- Cockton Hill Infants' School has an agreed handwriting style.
- Handwriting is taught for 2 x 15-minute sessions per week. Handwriting practice will be recorded in handwriting books.
- Pencils should be sharp. Pupils should be able to identify when a pencil is blunt.
- Rubbers should be used with caution and at teachers' discretion.

Expectations for Layout

- Each piece of work will start on a new page.
- WALT on the next line – usually written or stuck in by the teacher.
- If a mistake is made – use a ruler and draw **ONE** line neatly through it.
- Over-writing is to be discouraged.
- In Maths, all digits should be written neatly and clearly. If appropriate, 1 digit per 1 square.
- There should be at least one clear square left below before beginning a new calculation.

Classroom organisation and resources

- All pupils should have access to appropriate equipment (e.g., pencils, rulers, pencil sharpeners, rubbers, colouring pencils).
- All teachers and teaching assistants should check the floor and other surfaces at the end of lessons to ensure equipment is put away correctly and cared for.
- Children should be encouraged to keep their work space tidy.

Outcomes of Presentation Policy

- Pupils of all abilities are able to present their work to the highest possible standard, increasing confidence and self-esteem.
- There is a consistency across the school in terms of the standard of presentation expected.

Monitoring of Presentation

- The Senior Leadership Team will regularly scrutinise the presentation and layout of children's work to ensure the policy is being implemented consistently.
- Pupil effort and improvement will be recognised and rewarded (e.g., stickers, certificates).

Monitoring of Presentation Policy

- This policy will be reviewed annually.