



Pride and Presentation Policy

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What does this policy say?

At Hallbrook Primary School we believe that:

- You should take pride in your work, taking care to make it the best it can be.
- You should have a clear understanding of how your work should be presented.
- Your work should be as good as possible for your age and ability.

Signed by:

_____	Headteacher	Date:	February 2019
_____	Chair of governors	Date:	_____

Having tidy work

The school thinks that it is important for you to have tidy work.

This guide will help you understand what the school is looking for.

Your work shows your teacher more about you, so it's important to make it look as smart and professional as you can!



What do your teachers do?

Your teachers will:

- Make sure that you understand how the school expects you to present your work.
- Make sure you are using the correct exercise book for each subject.
- Lead by example by making sure their work, like classroom displays, are always tidy and look really good.
- Make sure that you have all the equipment you need, such as writing frames when writing on plain paper, to ensure that your work is as tidy as it can be. Writing frames are lined pieces of paper that you can put underneath plain paper to help you write in a straight line.
- Help you with your presentation in any way they can, such as helping with handwriting.

Breaking your promise

Not following the rules in your [Pupil Presentation Promise](#) means that you may have to write your work again.

If you keep breaking your promise, your teacher will arrange a meeting with your parents to discuss the presentation of your work.

Handwriting tips



Your teachers think it's really important that you take care with your handwriting, trying your hardest to always make it tidy.

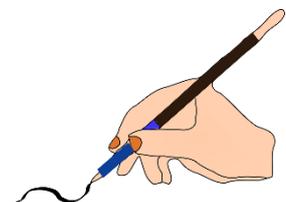
Making sure your handwriting is neat and tidy will help with many things in your life, like when reading your notes for revision.

Being comfortable with the pen/pencil you're using will mean it is easier to write.

You will find it easier to write neatly if you hold your pen/pencil properly; your teacher will show you how if you are unsure.

Sitting properly and not slouching will make writing an easier and more comfortable task, which will help with the tidiness of your work.

You will find it easier to write neatly if you take your time.



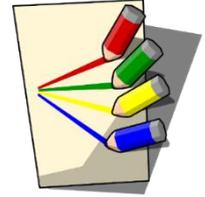
Practice makes perfect! The more you write, the more comfortable you will become with it.

Teachers will provide you with a writing frame if you require one.

Teachers will show you examples of good and bad handwriting, giving you something to aim for.

Writing equipment

Your teacher will make sure you are using a sensibly sized and sharpened pencil.



Your teacher will reward you with a 'Handwriting Award' when you have the skills to write in pen.

Your teacher will make sure that you are writing with the correct type of pen, which is a blue fibre-tipped pen.

Colouring pens, crayons, paint and highlighters will only be used if your teacher says it is okay.

What if you need help?

Sometimes, left-handed people can struggle to write neatly, as their hands cover their work as they write – this means that they often smudge their work or their handwriting is untidy.



- If you're a left-handed pupil, your teacher will make sure that you are given additional handwriting guidance.
- If you need help because of other reasons, such as you are unable to write, tell your teacher – they will make any arrangements that they can to help you, such as asking someone to help you write or to write for you.



Pupil presentation promise

A pupil presentation promise is a promise between you and your teacher which says that you will do what they ask, to make sure your work is smart and tidy.



You promise to:

- Write all work in pencil, unless the teacher says you can use a blue fibre-tipped pen.
- Draw all sketches and diagrams using a pencil.
- Always make sure to write on the line, starting at the margin and writing to the end of the line, leaving a finger space between words.
- Never use rubbers, instead neatly cross-out any mistakes using a single line drawn with a ruler. Never over-write or scribble out.
- Never use correction fluid.
- Leave a single line between paragraphs.
- In English and curriculum subjects, write the date in its long form, for example, Wednesday 6th December.
- In maths, write the date in its short form, for example, 06.12.19.
- Always write the date on the top line and underline it using a ruler.
- Write out the lesson's learning objectives under the date, leaving a single line space in between the lesson objective and the date and underlining them using a ruler.
- Start new pieces of work by leaving a single line space between the new work and the last piece of work – separating the two with a straight line drawn with a ruler.
- Always try to make your handwriting as neat as possible, forming letters and numbers correctly.
- Never doodle or scribble in any of your notebooks.
- Always use a ruler when drawing diagrams and graphs.
- Always be tidy when cutting and sticking is needed, making sure things are cut straight and stuck into exercise books neatly.
- Always make sure that homework is of the same standard as any work produced in lessons.



If you keep your promise, your teacher could put your work on display! If you don't keep your promise, your teacher may ask you to write out your work again to make it smart and tidy.

I will keep my pupil presentation promise!

Name:

Signature: