

Presentation Policy

Ref C015



1. Introduction

All pupils should be encouraged to have a personal pride in their work. This needs to be encouraged and guided by staff, especially when it comes to presentation of written work. Staff should be active to ensure that all pupils in their class present themselves in the most positive way and aspire to the highest standards.

2. Aims

- To develop a consistent model of expected presentation of work that is follow as standard across the school
- For the students to be aware that there is a consistency of high expectations
- To encourage students to take pride in their work.
- To allow parents to be aware of the school's expectations and are therefore more able to support their children with presentation of schoolwork, Independent Assessment and coursework.

3. Procedures

- Exercise books should have the name of the child, class and subject clearly written on the front in the space available. At the top left hand corner students should also clearly write their target level/grade for that year. There should be no other marks on the covers of the books and children should not personalise the covers.
- All written work will be done in blue or black ink.
- The date must be written on the top right hand side of every piece of written work in the form in full: Monday 22nd May and underlined with a ruler.
- Work may have a title, which should be written in the centre and also underlined with a ruler.
- All work must have a learning objective written on the left hand side, which should be underlined with a ruler in pencil.
- All drawings, diagrams etc will include a heading, be neatly drawn in pencil, labeled in ink and constructed with a ruler where necessary (e.g. charts, tables etc)
- Errors and changes in written work, for example self corrected spelling mistakes, and changes to whole phrases and sentences will be struck through with ONE ruled line. Correcting fluid will not be used.
- Basic expectation of presentation should be set out at the beginning of each school year and revisited thereafter at the teacher's discretion.

- These expectation will also be printed in Students Planners to ensure that Parents and students are fully aware of expectations
- Loose worksheets are neatly stuck into exercise books and are labeled appropriately.
- Teachers marking and assessment grades are written at the bottom of the piece of work.
- Peer and self assessment is clearly signposted
- Learning conversations are noted in books