

## **Presentation Policy**

### **Aim /Purpose**

- To ensure consistency throughout both Key Stages
- To clarify how pupils' written work should be presented and to ensure a common standard is maintained across the curriculum
- To ensure all students take pride in the visual appearance of their work and understand that well-presented work evokes a positive response in a reader.

### **Written Presentation of Work**

**Pens/ Colours:** All students are to write in blue or black pen. Pencil should be used for graphs and other drawings. Students may use cartridge pens, disposable ink pens or biros. Coloured pencils can be used to highlight key aspects if directed by the teacher. Teachers will mark books in green pen and students will only use purple pen to respond and reflect on teachers marking.

**Date/Titles:** Date should be underlined with a ruler and is to be written on the left hand side of the page. Titles are to be written at the top of the page in the middle and again should be underlined with a ruler.

**End of Work/ Wasting Space:** Work must be ruled off at the end with a ruler. No wasted space in exercise books, all pages should be used. Always carry on after the ruling off from previous lesson.

**Classwork/Homework-** Classwork and Homework tasks must be clearly identified in books with subheading of CWK/HWK underlined with a ruler.

**Handwriting/ Mistakes/Doodling** - Handwriting must be legible. Mistakes should be crossed out with one single line. No scribbling out or excessive use of crossing out. No Tippex to be used in books. Graffiti/ Doodling is not allowed on any written pieces of work.

**Condition of Exercise Book-** Each book must have the students name, group, name of subject, teacher name and target level/grade on the front cover. Books are not to be defaced in anyway. Worksheets should be glued into the book neatly; there should be no loose pieces of paper in books.