



Believe. Achieve. Succeed.

Presentation Policy 2014

As a staff we agree that high standards of presentation lead to pupils taking a pride in what they do and an improvement in the quality of their work.

To ensure consistency throughout the school, every piece of work should have:

- a) the date written in words, e.g. 9th September 2014 and underlined with a ruler.
- b) an appropriate title and learning objective underlined with a ruler.
- c) mistakes crossed out with one line only through the error.
- d) no Tippex to be used in any piece of work.
- e) after missing a line after each piece of finished work, pupils must neatly rule off across the page.
- f) the front cover of each exercise book should contain the pupil's name, subject and class and nothing else. Pupils must take responsibility for backing the exercise book if this is not the case.
- g) diagrams should be drawn using pencil and labelled in pen.
- h) coloured pencil should be used for colouring in.
- i) neat, legible handwriting:

Parents are notified of the presentation policy so that they can help to ensure that work done at home follows the guidelines.

A poster "Presentation of our work" (see Appendix 1) is displayed in all classrooms to remind children of the rules for presentation.

September 2014

Presentation of our work

- We start every piece of work with the date (in words) and the title, both underlined with a ruler.
- All of our work is in dark blue or black pen.
- Our diagrams and pictures are drawn in pencil and we use coloured pencils for colouring in.
- If we make a mistake we put one line through it. We never scribble and we don't use Tippex.
- We do not write on our book covers or folders – they just have our names, the subject and our class.
- Our handwriting is neat with letters all the same size, which sit on the line and have capital letters which are bigger than lower case letters.
- If our work is not as neat as we are able to do or we haven't followed the rules we will have to do it again.
- If our homework isn't as neat as we would do in class, we will have to do it again.