

## Presentation Policy

The standard of presentation of a pupil's work depends wholly on the individual requirements of each teacher, each subject, and each pupil's relevant age and ability.

However, the initial impact of a piece of work is very important. Work that is aesthetically pleasing could be rewarded with golds (or equivalent), and verbal praise, instilling a sense of pride in the work that is produced.

There are certain guidelines that we as a school have agreed are the minimum standards that are acceptable.

- The title should always be neatly underlined on the line.
- Always have the date.
- Always have a margin unless it is mathematics work.
- Always try to maintain neat handwriting.
- Writing should move towards pen from Year 4 upwards unless it is mathematics work. (No ball points, strictly fountain pens, roller balls and Berol handwriting pens. Blue ink should normally be used. However, some leeway must be made for left-handers.)
- Those who do not write in pen should use a sharp pencil.
- Diagrams and illustrations should be in pencil.
- If the presentation of a piece of work is not satisfactory in comparison to that pupil's individual standard, then it must be repeated.
- When using pen, if a mistake is made, it should be crossed out with one straight line.
- Mistakes should not be corrected with Tipp-Ex or eraser pens.
- I.T. may be used as a learning tool to allow pupils with learning difficulties to produce polished work.
- Sit left handed pupils with their writing hand on the outside of the desk.
- Correct posture is expected.

There is a visual condensed version of this policy that should be in every classroom for pupils to refer to.

Staff Responsible	Director of Studies
Last reviewed	Spring 2015
Date of next review	Spring 2017