



PRESENTATION POLICY

1 AIMS

1.1 It is important that students' work is a clear account of their learning and where necessary can be used in the future. Students should be proud of their work and therefore it should be well presented according to the following policy.

- The date (day/month/year) must be written at the top of all written work. In extended learning a start and finish date can be used instead
- Written work must include either; a title or 'Learning Objective(s)' underlined using a ruler
- Students must use black or blue pen for written work
- Pencil must be used for drawing
- Rulers are to be used for all straight lines including ruling off under sections of learning
- All worksheets that need to be folded and glued into exercise books or folders must have: an underlined, title; a brief description if necessary and the date work began on them clearly visible when the book is opened
- Loose sheets should be stored in an envelope or wallet, glued into the exercise book or hole-punched and stored in a folder
- Work stored in a file must be presented in a chronological order
- Exercise books should run chronologically without spare pages between sections of work
- All written work and drawings presented in exercise books or folders should relate directly to the learning objectives
- Work stored online should be appropriately named and stored in an identifiable folder structure.

1.2 Each subject area will write its own procedures based on this policy. These will be shared with all students.

Agreed by Staff	Agreed by Pupils	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
02 OCT 2008	N/A	02 OCT 2008	3 YEARS	24 NOV 2011	10 MAR 2016		
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed