



PRESENTATION GUIDANCE

(Policy and Procedure for Presentation of work)

Signed by:	
Head Teacher	
Chair of Governors	
Date Adopted	
Date of Review	September 2017

PRESENTATION GUIDANCE

All pupils' work should be presented neatly and all pupils encouraged to take pride in how their work looks as well as its content.

Practices may vary from department to department. Some departments may use draft books more for first drafts, idea generating, notes to be used later etc. All departments must ensure that pupils know that the following guidelines are to be followed in their exercise books or work on file paper.

We make some allowances for children who have specific difficulties such as dyspraxia, write slowly and laboriously, some dyslexic children and even some with fragile self-esteem who find presentation difficult and are vulnerable to a stricter regime.

Please insist that pupils work follows these guidelines

- Neat cursive handwriting or word processed work is required
- Every new piece of work requires a date. This should be written on the top line of the page or the top line after the last piece of work has been ruled off with a pencil and ruler on the line of the page. The date should be on the right hand side. It should consist of the number and month and underlined (16th October 2015) . Figure date for maths only (e.g. 15/10/15). Check capital letters for months.
- There must be a title on the next line (no line left between date and title)
- The date is usually the L.O. but there may be a generic title with L.O. underneath. Titles and L.Os should be underlined with a ruler and pencil
- No doodles
- No crossing out, a single line instead
- Blue ink or black ink but consistent, ball point discouraged
- All underlining and lines with a ruler and pencil
- All drawings, diagrams, maps etc in pencil with labels in pen
- Rule off with ruler and pencil leaving a line before doing so (or after marking)
- Books without margins should have them drawn in
- Numbers of questions should be in the margin
- Basic grammar errors such as no using capital letters at the start of sentences should be addressed. Capital letters in the middle of words should be addressed.
- Work or sheets that are stuck into books need to be stuck straight; pupils aware of how to use the lines and margin to help them
- Keep the quality of presentation as a high profile. Award HPs and other rewards for well-kept books.
- Insist on work being repeated if, for that pupil, there appears a lack of effort and compliance with what is expected.
- Each department to discuss any aspects of presentation, agree on policy and add to this list.