



## St Martin's School Presentation Policy

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### Rationale

- To achieve greater consistency across the school and key stages
- To clarify how students' written work should be presented across the school to ensure that common standards are maintained
- To ensure that all students take pride in the visual appearance of their work and recognise that well-presented work evokes a positive response from the reader and demonstrates a positive work ethic
- To motivate pupils to produce work that is of a consistently high standard and reflects their best ability

### Written presentation of work

- All students to write in black ink using a ball point pen. Diagrams should be completed in pencil and a ruler should be used where appropriate. Coloured pens and pencils can be used however only if they do not 'bleed' through the pages
- Self-assessment should be completed in green pen
- Peer assessment should be completed in purple pen
- Teacher feedback should be completed in red pen
- The date should be written at the top right hand side of the page in Welsh. (and also in Spanish in MFL lessons)
- The date should be underlined in pencil and with a ruler.
- Gwaith Dosbarth/Cartref should be written on the top left hand side of the page to clarify if the work has been completed in class or at home. This should be underlined in pencil and with a ruler
- Each new piece of work should be given a suitable title. The title should be underlined in pencil and with a ruler

### LO/Targets

- Lesson Objectives may be written under the title where appropriate however it may not always be compulsory to copy out the objectives. The abbreviation 'LO:' should be used

## **End of Work**

- Each piece of work should be underlined with a pencil and a ruler. Pages should be used economically and any gaps in books should be avoided. If writing on A4 paper, both sides should be used. Students should begin writing next to the red margin. Lines should be used as provided and the top line should always be used.

## **Numbering**

- Questions should be clearly numbered using the margin provided. A bracket should appear after the number '1)

## **Handwriting**

- All handwriting should be clear and legible. Care should be taken to form letters correctly and the writing should appear along the line of the paper. (Handwriting should typically resemble the size of a 14 font)
- Pupils whose handwriting is slow or poorly formed should be referred to the literacy specialist who will provide suitable practice materials for completion. If no improvement is seen this should then be referred to the AENCO so that she may add it to the student's 'history of need' and track the intervention.

## **Mistakes**

- Mistakes should be crossed out with a single line. No scribbling out should occur in students' books. No tipex products should be used

## **Doodling**

- Graffiti or doodling of any kind is not permitted on any written work

## **Exercise Books**

- Each book should have the students' name on the front, the subject, the class code and the teacher's name. Books are not to be defaced in any way. There is a responsibility for pupils to take care with the exterior cover of the books. If the appearance becomes unacceptable (stained, ripped, crumpled etc.) Students will be charged an appropriate sum and will be expected to copy up the notes within 7 days.
- All worksheets should be neatly trimmed and glued in. There should be NO loose sheets in exercise books (except when in current use) Worksheets should be given a title as appropriate.
- If the course requires a number of booklets or worksheets then these should be carefully organised into a separate file
- If a book or worksheet is lost an appropriate charge will be made for a replacement. Carelessness and a lack of responsibility will result in a sanction and parents will be notified

- Under no circumstances should pages be taken out of books.
- Pupils should number each page, placing a small number on the bottom right hand side of each page

### **Monitoring**

Presentation will be monitored by parents, class teachers, heads of faculty and the senior leadership team on a regular basis through:

- Discussions with pupils
- Work Scrutinies
- Reviews
- Lesson Observations
- Pupil interviews