

Presentation Policy

Rationale

- Support the learning of students to take pride in written presentation.
- Clear communication is essential for linear exam.
- To promote a consistency to literacy

Objectives

- To raise attainment and improve students learning and progress
- To ensure all students, whatever their ability take pride in their work
- To aid revision and personal organisation
- To ensure standards and expectations are consistently high across the school

Minimum standards in school

Students are to **consistently** follow the below simple steps in ALL lessons:

- Write the date and title – underline with a ruler
- Write in blue or black ink
- Use a pencil for diagrams
- Start writing next to the margin
- Indent when you start a new paragraph
- Label work CW or HW
- Use a page before moving onto the next one
- Every lesson start a new page!
- Check your spelling and write out corrections x3
- Check your punctuation – especially use of capital letters and full stops.
- Cross out with a ruler neatly! With a ~~single line~~
- Ensure your work or cover has NO doodles on it
- Complete CTG feedback to teacher in the allocated lesson time