Presentation of Students' Work Policy

Review Cycle: 2 Years – Autumn Term

Review By: Leadership Team, HR/Standards Sub-Committee

Contents:

Policy Statement; Roles & Responsibilities; Procedure; Page Layout;
Diagrams & Illustrations; Drafting; Spelling & Punctuation, Use of Computers;
Teacher Input; Monitoring & Review

POLICY STATEMENT

The Academy is committed to helping students to the highest levels of achievement. The presentation of students' work is a key element of this commitment and the Academy will:

1. encourage the transfer of skills across the curriculum;
2. offer positive reinforcement of the basic skills of written language;
3. encourage achievement through a sense of pride in the presentation of work;
4. ensure high standards and avoid confusion for students.

ROLES AND RESPONSIBILITIES

1. It is the responsibility of the Governing Body to establish a policy and procedure for the presentation of students' work and to monitor the effects of the procedure.
2. It is the responsibility of the Head teacher to encourage an ethos where students have a pride in their work to assist them to improve their achievements.
3. It is the responsibility of all staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.

PROCEDURE

Guidelines for Good Practice:

1. Students should bring with them the correct equipment at all times. This list includes a good quality writing pen, pencil, ruler, eraser, pencil sharpener and calculator.
2. Where students continually forget to bring the correct equipment with them, this should be recorded on their Standards Card in their planner so that the matter is also brought to the attention of the form tutor and parents/guardians.
3. Students should use a good quality writing pen (e.g. a Berol Handwriting pen or Roller writer) for all "best" work, unless they have an identified need and have been advised to use a pencil to help them with letter formation and clarity of print.
4. Students should make consistent use of the same pen and the same colour ink (dark blue or black only.)
5. Students should be aware that they may purchase writing equipment in the LRC.
6. Students should not be allowed to use bottled correction fluid, but use of an eraser or correction pen is acceptable. No correction fluid is allowed in external examinations.
7. Deletions should be made by one single line crossing through the word.
8. Omitted words should be added using an inverted 'v' to indicate where they need to go.
9. Students should be encouraged to write fluently and legibly, using cursive script.
10. Students should write the name of their teacher and the subject on the front of their books.

Page Layout:

1. The date should be written in full in the target language (Wednesday, 13th February 2002, or numerically (13.2.02), on the right hand side of the page.

2. The title should be written on the line below the date, as appropriate, and underlined with a ruler. Headings should also be underlined with a ruler, in ink. Students should be taught/reminded how to use a ruler properly to underline as necessary.

3. After the page has been headed, students should leave one line before they begin their work. Headings/titles should be underlined with a ruler and a pencil.

4. Sub-headings should be underlined with a ruler and a pencil. Key words could be underlined or highlighted to assist students' learning and recall.

5. When new paragraphs are started in written work, they should be indented. A line should not be left between paragraphs. (N.B. This is different for word-processed work.) See "Use of Computers" section.

6. Students should rule off when they have completed a piece of work, where appropriate.

7. Students should not split words at the end of the line, but begin a new line so that the word is not hyphenated.

8. If departments have specific requirements for layout of aspects of their work (e.g. experiments in Science), this must be made clear to students.

Diagrams and Illustrations

1. Diagrams and illustrations should be encouraged to allow flexibility of presentation, which would stimulate varied teaching and learning approaches in class.

2. Students should always draw in pencil unless specified e.g. Technology, where it is appropriate to outline drawings in pen.

3. A ruler should be used to draw all straight lines, including labelling lines.

4. When diagrams and illustrations are being labelled, a pen should be used for the text and a pencil for labelling lines.

5. When drawing graphs, a pencil and a ruler should be used for lines, a pen for text and a small 'x' for co-ordinates.

6. Colour should be used as appropriate. The choice of colour should not spoil the work on previous or following pages. If students are using felt pens, they should be water based.

Drafting

1. Drafting should be used as appropriate to the needs of the subject.

2. Where drafting books are being used, care should still be taken with page layout and presentation, although it is acceptable to write in pencil.

Spelling and Punctuation, Grammar

1. Students must be encouraged to copy spellings and punctuation correctly from the board if relevant. Copying three letters of the word at a time or breaking longer words down into syllables is recommended practice for those who encounter difficulties.

2. Where words are spelt incorrectly, they should be circled or underlined. As appropriate to the students, the corrections should either be written out for them in the margin or they should be expected to look up some of them in a dictionary. It may be an appropriate target to learn to spell those words correctly. (Refer to Marking and Feedback Policy).

3. Students' work should be corrected for punctuation errors. An amount of errors should be corrected appropriate to the ability of the student concerned. Serious errors must not be ignored with any students, nor minor ones with the most able.

Use of Computers

1. Students should place their name at the top left-hand side of the page.

2. The date should be written at the left-hand side under their name and underlined.

3. Students should then use a size 12 font and the font style Arial unless instructed differently by a member of staff.

4. The work should be checked carefully for spelling errors before sending it to print. Students should print a single copy of their final work before handing it in to staff.

Teacher Input

1. Students must know what standard of presentation is expected and this information should be displayed in all classrooms.

2. Where presentation is poor, students may be asked to re-write their work as appropriate.

3. Targets should be set appropriate to the needs of individual students, clearly indicating how they can improve the quality of their work. (See Marking and Feedback Policy).

MONITORING AND REVIEW

1. The SLT member with responsibility for this area will report on the Policy to the Head teacher as appropriate.

2. The Head teacher will report to the Governors' Standards Committee on any relevant aspects of the working of the Policy as appropriate.

3. The Governing Body will review the Policy every two years.

Signed: _____   Chair of Governors

Signed: _____   Headteacher

Date: _____

(ratified by the Full Governing Body on 4th December 2023)