



# Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Presentation of Work
Date policy updated	20.09.2019
Date policy to be reviewed	20.08.2020
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## Related Policies

- Assessment and Reporting
- Homework
- Marking
- Teaching and Learning

At Clifton High School, we believe that pupils and staff should be encouraged and supported to achieve high standards. Pupils should feel pleased with the work that they have produced and part of this is taking pride in the presentation of their work.

This policy aims to

- Establish high expectations for the presentation of pupil work
- Create a clear and consistent set of guidelines for the presentation of pupil work

## Presentation Guidelines

### Written Work

- All written work should be dated. This can be either written as numerals e.g. 21.05.15 or in full e.g. Thursday 21<sup>st</sup> May
- All pieces of work should have a title that is underlined using a ruler
- All written work should be completed in pencil until the end of Year 2, then blue or black ink should be used
- Ink erasers should not be used and pencil erasers used sparingly. A neat horizontal line (drawn with a ruler) should be placed through mistakes (Years 3 - 13). In Years 1 - 2 children are instructed to bracket a mistake in writing ie br(e)acket before continuing with or rewriting a word
- When individual sheets of paper are used, the pupil's name must be written on each sheet
- Line guides should be used when writing on blank paper (Years 1 - 6)
- Any homework completed should be labelled 'Homework' to make it clear which work was done in class and which work was done independently

### Diagrams

- All diagrams should be drawn in pencil, including lines to labelled parts. Labels may be written in ink where it is age appropriate
- Colouring should usually be done using coloured pencils; teachers can use their discretion with the use of felt-tip pens

### **General**

- When using exercise books, the cover should be clean and free of graffiti. Pupils can cover exercise books in plastic to protect the front and back covers
- All pages in the book should be used and pupils work should appear in the order it has been studied
- All individual sheets used should be stuck into exercise books neatly

### **Years 7 - 13**

- All missed work should be copied from another pupil, ensuring that exercise books are always up to date
- Pupils should be asked to complete any unfinished work
- Pupils should be asked to re-do work that is careless and shows poor effort for that individual pupil

### **Expectations of Teaching Staff**

As the important role model for presentation, teaching staff should model good practice

- Handwriting which is on display for pupils should be legible, consistently formed and neat
- Pupils work should be marked in line with the school's marking policy
- Ensure pupil's work surfaces are as clear as possible to facilitate neatness
- Ensure the classroom, including work surfaces are left tidy at the end of the lesson

### **Monitoring**

Monitoring and evaluation of the presentation of pupil work will be done by The Deputy Heads of School through the school's Quality Assurance procedures.