

## **PRESENTATION POLICY**

The care and attention that students give to the presentation of their work says a great deal about the values and ethos of John Whitgift Academy. As well as giving a very clear message of our intent to students, it makes for greater consistency if students perceive all staff as a coherent team with the same high standards of presentation.

Both staff and students should be aware of the requirements of this policy, which must be implemented whenever written work is produced.

When Subject Lead Learners are monitoring and evaluating the work of their curriculum areas, particularly when carrying out work scrutiny, the following principles should be adhered to:

### **Excellent presentation of work:**

#### **GENERAL**

- Each subject has their own specific exercise book (colour / style)
- There must be no graffiti anywhere on or in exercise books. Subject teachers should insist that exercise books are covered or replaced if necessary
- All exercise books must be labelled as follows

Name:
Class: (SIMS code)
Teacher:
Subject:

- All writing must be in black ink
- All student feedback and self and peer assessment must be completed in green ink (refer to Marking and Feedback Policy)
- The date and all titles must be underlined with a ruler
- Every task must be headed with a title/learning objective
- A single line should be used to cross out any errors
- All homework tasks should be identified by using the word 'Homework' as a title
- Students should write on both sides of an exercise book/sheet of paper, unless instructed otherwise, and up to the margin if appropriate

- Substandard or incomplete work must be addressed by the teacher/student
- All students should consistently write in their best handwriting and teachers should monitor and reward clear progression in this
- Draft work should be clearly labelled as such
- All number work is to be clearly spaced out using the squares on the paper as guidelines
- Any loose worksheets, handouts etc should be glued/stapled into the appropriate chronological place in exercise books/files and should be folded only once

### **LITERACY**

- All dates should be written in full (i.e. Wednesday 6<sup>th</sup> September)
- There must be evidence that the teacher is checking the accuracy of spelling, where misspelt words are common or where accuracy in subject-specific vocabulary is essential (refer to Marking and Feedback Policy – Literacy Codes)
- There should be evidence that the teacher is checking for proper use of sentence/paragraph structure and grammar
- Paragraphs should be clearly indented or a line missed

### **DIAGRAMS**

- All diagrams or graphs must be drawn in pencil and should have a title, which should be underlined
- The size of a diagram should be large enough to show all the details clearly
- All labels to diagrams should be clearly linked with a ruler. The labels should be written in black ink
- Careful illustrations that enhance a task should be completed in pencil. Felt tip pens should be used only on display work
- All drawings/illustrations must have a title, which should be underlined and labelled as appropriate