



# PATCHAM HIGH SCHOOL

One Team, One Dream

## **Presentation Policy**

## **Introduction:**

At Patcham High School we recognise the visual appearance of work is important. Well-presented work evokes a positive response in the reader and promotes a sense of pride in the student's own work. Students being able to express themselves in a fluent, extended and accurate way is one of the most important tools to succeed. A culture of well-presented work will foster an understanding of the importance in the world of work of accuracy and high quality presentation. In addition, exercise books, more than ever before, are the primary source of revision for students. They must be clearly laid out in order to be useful.

## **Our definition of best practice**

Student books are most effective when:

- The books are organised and presented well from the start, where teachers have insisted on high expectations and reinforced these throughout the year.
- Clearly laid out books are regularly marked in line with the marking policy.
- On-going evidence within student books of feedback and student response to this feedback.

High quality presentation of work and implementation of this policy is the responsibility of all teachers.

## **Aims**

- To establish a consistent approach to the high expectations of how students' work should be presented so that students feel their work is valued and have a clear understanding of what is expected.
- To improve the literacy of our students, they need to be able to read their writing and so do we in order to help them improve.
- To ensure all students are proud of their work and it becomes an invaluable source of accessible information for successful learning.

## **Basic Expectations:**

1. Books should be covered.
2. Inside the front cover books should have a formative feedback sheet.
3. Clear titles to remind the student what the work was about and dates will be evident for all pieces of work, and underlined using a ruler.
4. The margin will be used for question numbers/letters.
5. All writing will start next to the margin.
6. All writing will be done using blue or black ink.
7. All writing should be legible, of an appropriate size and a cursive style is desirable (joining up letters encourages students to think in letter clusters, helping spelling) with appropriate use of capital letters and full stops.
8. All diagrams, tables and drawings will be done using pencil and ruler.
9. All errors will be crossed out neatly with one line and using a ruler, correction fluid will not be used.
10. Students are not to tear pages from their exercise books.
11. Each piece of work will be ruled off prior to the next piece starting (the teacher can ask students to leave space for assessment comments or unfinished activities).
12. Feed forward / Corrections in response to marking will be done at the start of a lesson or designated time.
13. Word processed work should be named and typed in Arial font size 12 and size 14 for headings.

### How is marking carried out? (See Marking Policy)

- All marking by teachers is carried out in **GREEN** pen and all marking by students is carried out in **RED** pen.
- Student's 'Feed forward' work in response to peer or teacher marking should be written in **PURPLE** pen.
- Marking against the presentation of the work can refer to the numbered expectations, for expediency.

### Roles and responsibilities

<b>Teacher</b>	<ul style="list-style-type: none"><li>• Will ensure that students are aware of the expectations upon them.</li><li>• Will take responsibility for insisting that the expectations are met.</li><li>• Will challenge students when the expectations are not met by insisting that work is appropriately corrected, or redone if necessary.</li></ul>
<b>HCA</b>	<ul style="list-style-type: none"><li>• Will ensure that all faculty staff are aware of the contents of this policy.</li><li>• Will regularly monitor that the policy is being implemented during work scrutinies, lesson observations and learning walks.</li><li>• Will challenge staff who are not implementing the policy.</li></ul>
<b>TA</b>	<ul style="list-style-type: none"><li>• Will ensure that the students in their charge are able to meet the expectations of the policy.</li><li>• Will challenge students who are not meeting these expectations.</li></ul>
<b>SLT</b>	<ul style="list-style-type: none"><li>• To devise and implement a programme to monitor the implementation of the Presentation Policy.</li><li>• To carry out work scrutiny as part of curriculum area reviews.</li></ul>
<b>Students</b>	<ul style="list-style-type: none"><li>• Will show in their work that they understand the objectives of this policy and abide by them.</li><li>• Will take responsibility for the overall condition of their exercise books.</li><li>• Will always have, as a minimum, a blue or black pen, a pencil and a ruler.</li></ul>

### Outcomes

- Students will take a pride in their work and their books.
- Students' work will exhibit a high standard of accuracy and neatness.
- students' work will exhibit increasing confidence in their use of full sentences, extended writing and paragraphing.
- Consistency of application across all departments will be clearly visible.

### Monitoring and Evaluation of this policy

- HCAs and senior leaders will monitor the implementation of the policy during lesson observations, work scrutinies and learning walks.
- The Curriculum Committee of the governing body is responsible for this policy.
- Review date: every three years

Student book insert:

**This is your exercise book, it contains your work. Your efforts and energies should make it something to be proud of. This book is a record of your learning.**

**Presentation expectations:**

1. Books should be covered. Inside the front cover books should have a formative feedback sheet ([www/ebi](http://www/ebi)).
2. All work will have a clear title with the date - both underlined using a ruler.
3. The margin will be used for question numbers/letters.
4. All writing will start next to the margin with correct use of capital letters and punctuation.
5. All writing will be done using blue or black ink.
6. All writing will be legible, of an appropriate size and joined up style is preferred.
7. All diagrams, tables and drawings will be done using pencil and ruler.
8. All errors will be crossed out neatly with one line and using a ruler, correction fluid will not be used.
9. You must not tear pages from your exercise book.
10. Each piece of work will be ruled off prior to the next piece starting (the teacher can ask you to leave space for assessment comments or unfinished activities).
11. Feed forward / corrections in response to marking will be done at the start of a lesson or a time chosen by your teacher.
12. Word processed work should be named and typed in Arial font size 12 and size 14 for headings.