

## **PRESENTATION POLICY**

Policy Date: September 2016    Last updated: October 2016

Date review due: October 2019

Portfolio Group responsible: SIMG

Origin: Internal



### **Underlying principles**

**All school policies reflect the school values of:**

**Hope**

**Kindness**

**Courage**

**Integrity**

**Trust**

**Respect**

**Responsibility**

**Taking into account advice and guidance best practice.**

## **Student Presentation Policy**

### **Handwritten Work**

1. All written work must be completed in blue or black pen (unless directed by a member of staff).
2. Always put the date, in full, (or as otherwise directed) on the right hand side of the page.
3. All work should have a title and this should be centred.
4. When using paper, first and last names should be written in the top right hand corner of the page.
5. Name, date and title should be underlined once, using a ruler.
6. Space should be left between the date, title and beginning of the work.

### **Drawings/Diagrams**

1. Pencils should be used for all diagrams and drawings (unless otherwise directed).
2. Shading and colouring should be done in pencil crayon, when exercise books are being used.
3. All labels should be written in blue or black pen.

### **Corrections**

1. Mistakes should have one neat line through them – do not scribble out errors.
2. Corrections should be written neatly.
3. Liquid Tippex must not be used.
4. Graffiti is not allowed in or on exercise books.

### **Computer Written Work**

1. Two spaces should be left after a full stop, question mark or exclamation mark; one space should be left after all other punctuation.
2. One extra line should appear between paragraphs.

## POLICY HISTORY

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
2016	Governors adopted as independent policy	P Roberts	Oct-16	Oct-19