

# **Feltonfleet School**

## **Presentation Policy**

### **Aims**

- To improve the overall quality of the presentation of work throughout the School as well as being a component in raising the general standard of work.
- To develop the concept that each child should take a pride in the work that he or she produces.
- To show that neat work is a direct aid to learning and to revision.
- To encourage high expectations from the pupils and teachers
- To be part of an overall plan to make the School a neater and tidier place and therefore a more pleasing and efficient environment in which to work and play.
- To develop a consistent approach among all teachers towards the production of neat work from the pupils.

### **Practice**

To achieve the above aims all teachers should implement the following:

- Blue ink or a sharp pencil is to be used for writing. No felt tip pens to be used within academic work.
- All work to be dated and to be put at the top left of the piece of work.
- All work to have a title, the title to be placed in the middle of the next line down from the date and to be underlined with a ruler.
- Any work done in Prep, should have the word 'Prep' after the title.
- All diagrams to be drawn using a sharp pencil.
- One line only to be put through mistakes using a ruler and drawing a neat horizontal line. (Years 3 - 8 )
- The front of exercise books and folders should be kept clear and not defaced.
- Worksheets placed into exercise books must be trimmed to fit.
- All exercise books and folders to display a named label with the school logo present. (common template used)
- If work falls consistently below the expectations of the teacher then referral needs to be made to the SL/LDD.
- Specific guidance on how to improve the presentation should be given to pupils when appropriate.
- At the discretion of the teacher, some specific work may need to be re-written

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