



ALSTON MOOR FEDERATION

Presentation Policy

Aim

To provide guidance/instructions on how to present your work.

Objectives

1. People will judge you on the way your work looks as well as its content.
2. This is why it is so important that covers on exercise books and folders are kept clean and that your work is set out neatly.
3. Use the back of your exercise books or jotters/daily logs for all thinking, planning and rough work. The front of the book should be for notes and work that will be marked. Your work needs to be thorough, thoughtful and well-presented.

Actions

- In the front of your books:
 - write and underline the date on the top line of the page;
 - give your work a heading or a learning objective and underline it;
 - space your work out so that it is easy for someone else to read.
- It is important that all writing is completed in either pencil, until you have your pen licence or blue or black ink. If you make a mistake, cross it out with one straight line and then continue writing.

- Draw all diagrams, pictures, tables and charts in pencil.
- When you have finished your work, check that it makes sense and check for spelling, punctuation and grammar.
- Finally, remember that your last piece of work in an exercise book should be neater and better than the one before it!

Monitoring Arrangements

This policy will be reviewed every three years by the Governing Board.

Version Control	
Owned by:	Deputy Headteacher
Approved by:	Education, Pastoral and Curriculum Subcommittee
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