



Presentation Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Senior Leadership Team	

Status:

Statutory policy or document	No
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Every three years	April 2022

Version Control:

Author	Creation Date	Version	Status
Executive Headteacher (JB)	27 April 2018	0.1	Initial draft
Changed by	Revision Date		
Executive Headteacher (JB)	16 May 2018	0.2	Updated to incorporate SLT comments
Executive Headteacher (JB)	22 June 2018	0.3	Updated to incorporate LSG comments
Business Manager (BW)	24 July 2018	1.0	Final approved version for publication
Business Manager (BW)	11 June 2019	1.1	Review frequency amended
Business Manager (BW)	24 June 2019	2.0	Final approved version for publication (following review by all teaching staff)

1 Overview

1.1 The purpose of consistency in presentation in the Seaton Valley Federation is two-fold:

- to help pupils access their work
- to help people read pupils' work

1.2 This policy should be read alongside the federation's Feedback, Teaching and Learning, and Assessment Policies.

2 Principles

2.1 As a federation, we have agreed the following principles with regard to presentation of pupils' work:

- The date will be written in the margin (either numerical or full date) and will be underlined; if there is no margin the date will be written at the top of the page
- The title will be written in full and underlined
- Work should be written neatly in blue or black pen
- Pencils will be used for drawing pictures, diagrams or drawings; any labels will be written in pen
- If a mistake is made it will be corrected by drawing a neat line through it using a ruler
- All straight lines will be drawn using a ruler and pen or pencil; if a line is curved it will be drawn using a pencil
- Colouring in will be done with coloured pencils not felt tips
- Pupils will not write, draw or put stickers on the front of their books unless instructed by their teachers

3 Adaptations

3.1 If a faculty, subject or school wishes to adapt the Presentation Policy to fit in with their requirements they should add the adaptation below and ensure that pupils are aware of the changes and expectations. Any adaptations must not go against the spirit of the federation policy.

3.2 Adaptations to the presentation practice described in this policy are shown below:

School	Faculty, Learning Area or Subject	Adaptation