



Stretford Grammar School

Aspirat primo fortuna labori

Presentation Policy



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Date of Policy: November 2012

Date of Review: March 2018

Member of staff with overall responsibility: Miss E. Wood

Gov. Body Sub-Committee with reviewing responsibility: Standards & Curriculum

Aim

To improve the standard of presentation of work in students' books and folders, to create consistency of expectation across the school, engender a sense of student pride in work and to improve the quality of the work produced.

Rationale

- Students and staff become accustomed to agreed standards of presentation which establishes consistent practice across all subjects
- Presentation reflects students' pride in their work and establishes high expectations
- Parents/carers are aware of the school's expectations on presentation and are able to support the school and their children with completion of work
- The school sends out a consistent message to its community that high standards of presentation are important

Process

- Exercise books/folders must be kept entirely free of graffiti both on the outside covers and within the book/folder itself
- Any books/folders which have graffiti on them must be replaced or covered
- The date should be recorded on all pieces of work on the top right hand side and all work should have a title, underlined with a ruler
- Work should be labelled as either C/W (Class work) or H/W (Homework) in the left hand margin

- All written work should be completed in blue or black ink
- Diagrams, drawings, graphs, charts etc should have a heading and be completed in pen/pencil with labels where appropriate
- Mistakes/errors should be struck through with a single line rather than scribbled out. Tippex must not be used.
- Students should not be allowed to doodle
- Work that doesn't meet these standards should be repeated
- If necessary, the unacceptable work should be photocopied and sent home to enlist parental support in ensuring that the work is repeated to an acceptable standard

The role of Curriculum Leaders

- To monitor the standard of presentation of students' work by carrying out work scrutinies and Learning Walks (every half term)
- To ensure that appropriate steps are being taken where the presentation of students' work does not meet acceptable standards