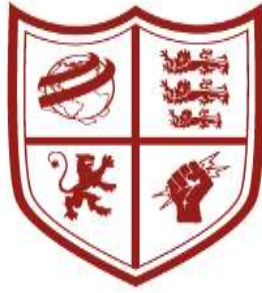




Stretford
Grammar School
Aspirat primo fortuna labori

Presentation Policy

Ratified by Governors: 2019



Presentation Policy

Member of staff with overall responsibility: Mrs. E. Baxter

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

Aim

To establish and maintain 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

Process

- All work should have a date and title underlined with a ruler
- 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 doodle in their books
- Work that doesn't meet these standards should be repeated
- Students should be encouraged to respond to feedback on their work in a different colour from the original submission

Students are expected to have the following equipment with them in school:

- A pencil case
- 2 pens including at least one black and one of a different colour, for example, green
- 2 pencils
- An eraser
- A ruler
- A scientific calculator (can be purchased from the Maths department).
- Other mathematical equipment
- A glue stick
- Highlighters

The role of Curriculum Leaders

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