



# The Grange School and Sports College Policy Document



## 1. **Title:**

### **Presentation of Work Policy**

## 2. **Purpose:**

To clarify and support the standards required when students produce work.

## 3. **Aims:**

- To provide all staff with a clear direction about the presentation of students work
- To ensure all students are clear about the standards required in the presentation of their work
- To establish and maintain good habits when presenting work.
- To aid monitoring of students work
- To improve the standard of work presented by students

## 4. **Policy:**

1. Each faculty/subject area will provide written guidelines for the students stating how the work should be presented which should reflect the school classroom guidelines
2. These guidelines will be shared with students to remind them of the requirements of that subject area
3. Teachers will encourage high standards of presentation in both classwork and homework
4. Presentation of work will be monitored by Middle Leaders and SLT during work sampling
5. Heads of faculty/subject will provide the policy from the following guidelines for their areas
  - Clearly identify whether work is classwork, homework or coursework
  - Date all pieces of work
  - Each piece of work should have a clear title
  - All headings on written work should be neatly underlined using a ruler
  - Always write in pen using only black ink
  - Rule off across the page after each piece of work is completed
  - Avoid doodling and graffiti of any kind in or on books or folders
  - Cross out any mistakes neatly. Never use tippex (which will be confiscated)
  - Complete any corrections clearly and as soon as possible
  - When merits are awarded for good work they should be placed onto the work and planners signed
  - Pencils must be used when drawing
  - Creative work will be the exception to the above guidelines and is under the discretion of the subject teacher

## **5. Relationships to other Policies:**

This policy should be read in conjunction with the following Policies:

- Marking Policy
- Coursework Policy
- Homework Policy
- Equal opportunities Policy
- Behaviours for Learning Policy
- AEN Policy

## **6. Monitoring, Review and Evaluation:**

The monitoring of the implementation of this Policy will be the responsibility of:

- Heads of Faculty/Subject
- Line Managers
- SLT

**Adopted by Full Governing Body on: May 2010**

**Review Date: 2012**