

# Presentation of Work



SAMUEL WARD

## 1. POLICY STATEMENT

The Academy is committed to helping students to the highest levels of achievement. The presentation of students' work is key element of this commitment and the Academy will:

1. encourage the transfer of skills across the curriculum;
2. offer positive reinforcement of the basic skills of written language;
3. encourage achievement through a sense of pride in the presentation of work;
4. ensure high standards and avoid confusion for students.

## 2. ROLES AND RESPONSIBILITIES

1. It is the responsibility of the **Governing Body** to establish a policy and procedure for the presentation of students' work and to monitor the effects of the procedure.
2. It is the responsibility of **the Principal** to encourage an ethos where students have a pride in their work to assist them to improve their achievements.
3. It is the responsibility of all **staff** to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards.
4. The detailed responsibilities of **students** are identified in Section 3.

## 3. PROCEDURE

### Guidelines for Good Practice:

1. Students should bring with them the correct equipment at all times. This list includes a fountain pen or the equivalent, pencil, ruler, eraser, pencil sharpener and calculator.
2. Where students continually forget to bring the correct equipment with them, this should be recorded in their homework diaries so that the matter is also brought to the attention of the form tutor and parents/guardians.
3. Students should use fountain pens or the equivalent (e.g. a Berol Handwriting pen or Roller writer) for all "best" work, unless they have "special needs" and have been advised to use a pencil to help them with letter formation and clarity of print.
4. Students should make consistent use of the same pen and the same colour ink (dark blue or black only.)
5. Students should be aware that they may purchase writing equipment in the year team areas or in the 'Reprographics' areas.
6. Students should not be allowed to use bottled "Tippex", but use of eraser or "Tippex" pens is acceptable. No "Tippex" is allowed in external examinations.
7. Deletions should be made by one single line crossing through the word. Omissions should be indicated with an inverted "v":

left

e.g. The child ^ his bag.

8. Students should be encouraged to write fluently and legibly, using joined-up handwriting.
9. Students should write the name of their teacher and the subject on the front of their books.

### Page Layout:

1. The date should be written in full in the target language (Wednesday, 13th February 2002, or numerically (13.2.03), on the right hand side of the page.
2. The title should be written on the line below the date, as appropriate, and underlined with a ruler. Headings should also be underlined with a ruler, in ink. Students should be taught/reminded how to use a ruler properly to underline as necessary.
3. Classwork (C/W) or Homework (H/W) should be indicated in the margin on the left-hand side.
4. After the page has been headed, students should leave one line before they begin their work.
5. Sub-headings should be underlined. Key words could be underlined or highlighted to assist students' learning and recall.
6. When new paragraphs are started in written work, they should be indented. A line should not be left between paragraphs. (N.B. This is different for word-processed work.) See "Use of Computers" section.
7. Students should rule off when they have completed a piece of work, where appropriate.
8. Students should not split words at the end of the line, but begin a new line so that the word is not hyphenated.
9. If departments have specific requirements for layout of aspects of their work (e.g. experiments in Science), this must be made clear to students.

### Diagrams and Illustrations

1. Diagrams and illustrations should be encouraged to allow flexibility of presentation, which would stimulate varied teaching and learning approaches in class.
2. Students should always draw in pencil unless specified e.g. Technology, where it is appropriate to outline drawings in pen.
3. A ruler should be used to draw all straight lines, including labelling lines.
4. When diagrams and illustrations are being labelled, a pen should be used for the text and a pencil for labelling lines.
5. When drawing graphs, a pencil and a ruler should be used for lines, a pen for text and a small 'x' for co-ordinates.
6. Colour should be used as appropriate. The choice of colour should not spoil the work on previous or following pages. If students are using felt pens, they should be water based.

## Drafting

1. Drafting should be used as appropriate to the needs of the subject.
2. Where drafting books are being used, care should still be taken with page layout and presentation, although it is acceptable to write in pencil.

## Spelling and Punctuation, Grammar

1. Where in place, students should make use of their spelling booklets in **all subject areas**.
2. Students should write spelling corrections given in the back of their Personal Spelling Book for later reference.
3. Students must be encouraged to copy spellings and punctuation correctly from the board. Copying three letters of the word at a time or breaking longer words down into syllables is recommended practice for those who encounter difficulties.
4. Where words are spelt incorrectly, they should be circled or underlined. As appropriate to the students the corrections should either be written out for them in the margin or they should be expected to look up some of them in a dictionary. It may be an appropriate target to learn to spell those words correctly.
5. Students' work should be corrected for punctuation errors. An amount of errors should be corrected appropriate to the ability of the student concerned. Serious errors must not be ignored with any students, nor minor ones with the most able.

## Use of Computers

1. Students should place their name at the top left-hand side of the page.
2. The date should be written at the left-hand side under their name and underlined.
3. Students should then use a size **12** font and the font style **Arial** unless instructed differently by a member of staff.
4. The work should be spaced in line with the current R.S.A. specifications for punctuation and paragraph layout. This means:
  - i. that after a full stop there should be two spaces left before starting the new sentence;
  - ii. after a comma, or other punctuation, there should be a single space left;
  - iii. paragraphs should not be indented but set to the left hand margin;
  - iv. at the end of a paragraph the return key should be pressed twice to ensure a blank line is left before starting the next paragraph.
5. The work should be checked carefully for spelling errors before sending it to print. Students should print a single copy of their final work before handing it in to staff.
6. When working on a spreadsheet, students should save the work in a way that will include their initials and tutor group so that a printout will indicate to whom the work belongs.

7. Any work that students wish to keep for a prolonged time should be saved onto a disk as the server will be cleared at regular intervals.
8. Students should only use the laser or colour printers at the request of their teacher. The cost of such work will be passed on to the department by regular billing on monitored usage.

### Teacher Input

1. Students must know what standard of presentation is expected and this information should be displayed in all classrooms.
2. Students who have problems with the above should be referred to the Learning Support Department as necessary or be given additional support in their lessons to enhance this.
3. Where presentation is poor, students may be asked to re-write their work as appropriate.
4. Targets should be set appropriate to the needs of individual students, clearly indicating how they can improve the quality of their work.

## 4. MONITORING AND REVIEW

1. The Vice Principal with responsibility for this area will report on the Policy to the Principal as appropriate.
2. The Principal will report to the Governors' Achievement and Standards Committee on any relevant aspects of the working of the Policy as appropriate.
3. The Governing Body will review the Policy every two years.

Academy staff were consulted on this document and it was accepted by the Operations & Assets Committee on:	
It was ratified by the Governing Body on:	