



**Atlantic Academy Portland**  
an Aspirations Academy

# **Presentation of Student Work Policy**

**2019/2020**

**September 2019**

## **Presentation of Student Work**

Presentation of work is always important. Careless presentation will create a bad impression on your reader who may be distracted from what you have to say.

Many readers will make judgements about your general ability, and even your attitude, if the presentation of work appears careless.

## **Care of Your Exercise Books**

Always take care of your books and do not allow them to get damaged or worn. Do not vandalise your books by sticking anything on or drawing on your books unless directed by your teacher.

## **Presenting Your Work (Secondary Phase)**

Always write using a blue or black pen.

Diagrams are to be completed in pencil.

Start each lesson or piece of work by underlining directly underneath your last piece of work, DO NOT leave gaps.

Write either C/W (Classwork) or H/W (Homework) in the top left corner and underline.

Write the full date in the top right corner and underline.

Write the homework or classwork title on the same line and underline.

The use of highlighter can be used where applicable on teacher instruction

---

C/W or H/W

Title

3rd September, 2019

Use the page margins for the numbers and letters of any questions.

Always use your very best handwriting; neat work can be completed just as quickly as messy work.

Cross out mistakes using a single line.

Corrections to your work and 'evidence of improvement' in response to targets must be completed in purple pen.

## **Presenting Your Work (Primary Phase)**

Year R-4: Always write in pencil in cursive print. In Reception and Year 1, presentation of work is celebrated through a pencil licence. From year 2, Pupils may be awarded a pen licence when handwriting has reached an acceptable standard at which point a blue or black pen may be used with the exception of maths.

Year 5/6: Always write in blue or black pen in cursive print, except in maths

In maths, numbers should be written one digit per square

Diagrams are always to be completed in pencil.

Each day's learning must be completed on a fresh page in exercise books.

Write the date in the top left corner and underline with a ruler.

Write the LO or title on the line beneath the date and underline with a ruler.

---

Monday 23rd July

I A C

LO: To write a diary entry from the perspective of a Viking.

Always use your very best handwriting; neat work can be completed just as quickly as messy work.

Cross out mistakes using a ruler with a single line.

Corrections to your work and 'evidence of improvement' in response to targets must be completed in purple pen.

Self assessment should be completed with a purple pen with the correct response or a small single tick.

Once work has been completed, if the objective has been met a small purple tick should be indicated besides the Learning objective and a purple I (independent) A (Adult assisted) or C (Collaborative) letter should be indicated on the top right hand side of the page

---

Monday 23rd July

I A C

✓ LO: To write a diary entry from the perspective of a Viking.

---

### **So what is in it for you?**

The process of presenting work will help you organise your thoughts and learn more easily.

Revising from neat organised work is quicker, easier, and more effective.

You will learn more and be able to present your ideas to a higher standard in assessments.

You are developing an essential skill for life.

### **How will your teachers help you?**

Your teachers will refuse to accept any work that does not meet these clear standards. You may also seek further support by attending the homework club.

You will be requested to rewrite any work that does not meet these standards, this will be indicated by the words "re draft/re work" written through your work.

Rewards will be awarded for well-presented work and excellent examples will be displayed through the Academy for others to aspire to.

**Reviewed and agreed AWi, 27th August, 2019. To be reviewed September 2020.**