



ASPIRATIONS

Atlantic Academy

Presentation of Student Work Policy

Version control	
August 2025	No changes
July 2023	

Date of next review:	September 2027	Owner:	Assistant Principal
Type of policy:	Academy	Approval level:	Principals

Presenting Your Work (Primary Phase)

Year R-4: Always write in pencil moving towards cursive print. From year 3, when handwriting has reached an acceptable standard 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 should be completed on a fresh page in exercise books with the exception of work which is ongoing over a series of days.

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 ___

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 written above or beside the incorrect answer, with the exception of capital letters and punctuation.

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

✓ 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 through feedback.

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

Presentation of Student Work (Secondary phase)

Presentation of work is always important. Careless presentation will create a bad impression on the reader who may be distracted from what is being said.

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

Care of Your Exercise Books

Care should be taken of your books and booklets and students must not allow them to get damaged or worn. Students must not vandalise books by sticking anything on or drawing on them unless directed by the teacher.

Presenting Your Work (Secondary Phase)

Students should write using a blue or black pen (or purple pen for response to feedback). A green pen may be used in French and will be provided in the lesson.

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 the date in the top right corner and underline.

Write the title on the same line and underline unless otherwise directed by your teacher.

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

Title

Date

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.

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

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