Student Summary of Presentation Policy

We want you to:
- ❯ have a sense of pride in your work and the presentation of books
- ❯ have the tools to succeed beyond the world of education
- ❯ be able to express yourself clearly and accurately
- ❯ have access to exercise books that will be the main source of revision and must be clearly laid out in order to be useful.

Your responsibility as a student is to:
- ❯ follow the expectations for work that are shown below
- ❯ take responsibility for the condition of your exercise books
- ❯ always have a black pen, pencil and a ruler

Pens	Write in black ink
Date	Write the date at the top right of the page and underline with a ruler.
Title	Make sure you copy the appropriate title, learning objective or key question.
End of work	Work must be ruled off at the end with a ruler leaving a few lines for feedback when needed.
Classwork/ Homework	Use C/W or H/W for each piece of work.
Margins	These will be used for question numbers or letters. All writing should start next to the margin.
Handwriting	This must be easy for someone else to read and understand.
Diagrams	Diagrams should be drawn in pencil, using a ruler for straight lines.
Mistakes	Mistakes must be crossed out with a single straight line. Do not use correction fluid.
Doodling	Doodling/graffiti is not permitted on any written work or book cover.
Condition of exercise books	Each book must have the name, form, subject and name of subject teacher written on the front cover. Take care of the exterior of exercise books and folders.
Worksheets	There should be no loose sheets. All additional sheets of paper should glued neatly into exercise books on the appropriate page.
Digital Documents **General**	❯ Never underline anything on a digital document unless you intend for it to be a hyperlink. ❯ Fonts should remain the same on each document. Arial is the default font so use that. ❯ Font size 11. No smaller than 10 or larger than 14. ❯ Font colour should be black. ❯ Headers should contain the user's name and date. ❯ Footer should contain the page number and total number of pages on the right hand side.