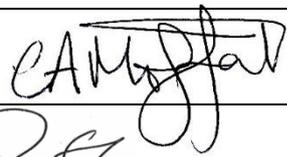
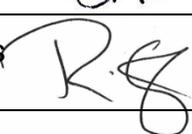




Presentation Policy

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Rationale

At Paxman Academy we recognise that the visual appearance of work is important. Well-presented work evokes a positive response in the reader and promotes a sense of pride in the student's own work. Students being able to express themselves in a fluent, extended and accurate way is one of the most important tools to succeed. A culture of well-presented work will foster an understanding in the world of work of accuracy and high quality presentation. In addition, exercise books are the primary source of revision for students.

Expectations: Presentation

Written presentation of work

Pens	All students are to write with black ink
Date	Date to be written at the top of page or start of a new task on the right hand side of the page, underlined using a ruler. Use dd/mm/yy. Pupils studying English may use a long date and those studying MFL may write the date in target language.
Title /learning objective/key question?	Each new piece of work should be appropriately titled. This will remind students what the work was about for revision purposes.
End of work	Work must be ruled off at the end with a ruler
Classwork/Homework	Must be signposted C/W or H/W, as appropriate
Margins	All pages in exercise books should have margins. These will be used for question numbers or letters. All writing should start next to the margin
Handwriting	Handwriting must be legible, with letters clearly formed.
Diagrams	Diagrams should be drawn in pencil, using a ruler for straight lines
Mistakes	Mistakes must be crossed out with a single straight line. There should be no scribbling or excessive crossing out and correction fluid should not be used.
Doodling	Doodling/graffiti is not permitted on any written work or book cover

Exercise books

Condition	Each book must have the name, form, subject and name of subject teacher written on the front cover. There is an expectation that students will take care of the exterior of exercise books and folders.
Worksheets	All additional sheets of paper should be trimmed and glued neatly into exercise books on the appropriate page. There should be no loose sheets in exercise books, except when they are currently in use.

On Document Presentation

General

- Never underline anything on a digital document unless you intend for it to be a [hyperlink](#)
- Use comments¹ to leave feedback or self-assess (name is provided to show teacher or student marks)
- Where mistakes are made it is preferable to not delete valid work but to “~~line through~~” “Strike-through” the mistake so to see previous errors and learners process.
- Fonts should remain the same on each document, default on docs is Arial, I would advise this is kept to as it will reduce number of mistakes,
- Font size 11. No smaller than 10 or larger than 14.
- Font colour should be black
- To meet students’ needs
- Can be adapted to meet students’ needs but that student must show consistency across documents (Opendyslexic is good but all files should use it)
- 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.

Images and print screens

- Print screening should be clear and zoomed to show what is relevant, the snipping tool is key to achieving this while reduce time spent.

References

- When referencing is required for images or text use of google explore² will standardise referencing (example is on this document used here)

Assessment and Marking

- Refer to whole school marking policy

Expectations: Content

- All staff, where appropriate, should ensure that students use full sentences, extended writing and paragraphing.
- All staff, where appropriate, should encourage the use of Point, Evidence, Explanation (PEE) where appropriate.

Roles and Responsibilities

Middle Leaders	<ul style="list-style-type: none">➤ Will ensure that all teaching staff are aware of the contents of this Policy and will assist Senior Leadership in its smooth implementation through planned monitoring exercises.➤ Address any issues as they arise
Teachers	<ul style="list-style-type: none">➤ Will ensure that students are aware of the expectation on them and take responsibility for ensuring that expectations are met.➤ Will challenge students when expectations are not met by insisting that work is properly corrected
Learning Support Assistants	<ul style="list-style-type: none">➤ Will ensure that students in their charge are able to meet the contents of this policy

¹ "Add, edit, reply, or delete comments - Computer - Docs editors Help." <https://support.google.com/docs/answer/65129?co=GENIE.Platform%3DDesktop&hl=en>. Accessed 12 Jun. 2017.

² "How to use the new Google Explore feature - TechRepublic." 17 Oct. 2016, <http://www.techrepublic.com/article/how-to-use-the-new-google-explore-feature/>. Accessed 12 Jun. 2017.

	<ul style="list-style-type: none"> ➤ Will challenge students who are not meeting the expectations of the policy
Students	<ul style="list-style-type: none"> ➤ Will show in their work that they understand the objectives of the policy and abide by them ➤ Will take responsibility for the condition of their exercise books ➤ Will always have a black pen, pencil and a ruler

Outcomes

- Students will take a pride in their work and their books;
- Students' work will exhibit a high standard of accuracy and neatness;
- Students' work will exhibit increasing confidence in their use of full sentences, extended writing and paragraphing;
- Consistency of application across all departments will be clearly visible.

Monitoring and Evaluation of this Policy

Middle and Senior Leaders will ensure the smooth implementation of this policy through planned monitoring activities throughout the year.