

Date: January 2024  
Review date: January 2025  
Responsibility: KB/HB/RH

# Bishop Challoner School



## Presentation of Work Policy



## Bishop Challoner School PRESENTATION OF WORK POLICY

Aim – Pupils' written work should be neat and easy to read

### CODE OF PRACTICE

Written work should:

- be written in pencil, blue or black ink only
- have a learning objective, title and date. In KS1 this may be provided by the teacher.
- **QPTA** should be written in the corner of every piece of work from Year 3 upwards.
- use of short or long date should be stipulated
- have the title and date underlined in ink using a ruler (Key Stage 1 and Key Stage 2 may use pencil)
- (Senior School) pupils copy up any work missed due to absence where possible
- pupils correct mistakes, if applicable
- have mistakes crossed through with a single, straight line (tippex may not be used)
- have homework clearly identified
- work should be marked in green pen
- peer assessed work to be marked also
- self assessed work to be marked also
- pupils should be responding to feedback

### Diagrams should:

- be drawn in pencil
- have labels written in ink
- have arrows drawn in pencil using a ruler
- coloured pencils (not felt tip pens) should be used
- worksheets should be trimmed and stuck in neatly using glue

### Use of Exercise Books

- the cover should be clean and free from graffiti
- paper should not be wasted
- pages should not be torn out of books
- tracker sheets should be stuck in neatly at the back of exercise books

Review Date: January 2024

Reviewed by: KB/RH/HB

Next Review: January 2025