

Date: January 2022
Review date: January 2023
Responsibility: KB/AB

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
- (Senior School) pupils copy up any work missed due to absence
- 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 in an alternative colour, with ⊕ symbolising peer marked work
- self assessed work to be marked in an alternative colour, with ⊙ symbolising self marked work
- 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

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