

The Grange School

Presentation Policy

May 2018
To review May 2021

THE GRANGE SCHOOL
PRESENTATION POLICY OCTOBER

Presentation

- High standards of presentation are expected.
- A ruler-width margin should be drawn down the left hand side of each page.
- All work should be dated. This should be written on the top right hand side of the page. Dates written in maths books should be in numerical form. The date should be underlined using a pencil and ruler.
- All work in maths books should be done in pencil only, with the exception of blue pen work (including coloured pencil if appropriate).
- If a mistake is made, the pupil should make a single line through it with a pencil and ruler.
- Children should write in pencil until they are fluent and legible enough to use pen.
- All colouring should be in coloured pencil only (no felt-tips or crayons in the Learning Journey, maths or English books, unless on sheets to be stuck in).
- Illustrations should be drawn in pencil, on plain paper, which should then be stuck into books.
- There should be no graffiti in or on Learning Journeys, English books, maths books or Learning Logs.
- Marking from staff should only be done using green pen (teachers), purple pen (additional teachers) and red pen (support staff)
- Pupils will respond to marking comments using a blue pen (not biro).