

Presentation Policy

Text

- All text to be completed in blue ink.
- Mistakes should be crossed out neatly with one pencil line: no scribbling. The use of correction fluid is not permitted.

Diagrams and illustrations

- All drawing to be completed in pencil
- Labelling to be completed in pencil; lines to be drawn with a ruler
- In books, colouring in using pencil crayon only - no felt tip pens, sharpies, gel pens, etc.

Highlighter pens

- These should only be used to highlight text extracts when completing critical analysis of a piece of work.

Layout

- Begin a new piece of work with a new WALT and date, both written in blue pen and underlined in pencil.
- WALTS and success criteria can be printed by staff and stuck in by pupils.
- Ensure any sheets glued into books fit within the page. Trim before hand if necessary.

Do not keep loose sheets in books.