

Presentation Policy for the Senior Department

Principles:

All work done at Argyle House School is valued as important. Good presentation of work is therefore a priority for both staff and pupils.

Aims:

Good presentation of work is important to encourage pupils to:

- Be proud of their achievements, by doing their best work and presenting it well.
- Value every lesson.
- Do their best quality work, in order to value their own learning.
- Persevere with tasks until completed and aesthetically pleasing.
- Respect the equipment they are given by using it with care.

In planning and teaching, staff will have due regard for the following principles:

- Setting suitable learning challenges.
- Setting interesting tasks.
- Responding to pupils' diverse learning needs.
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

Practice:

Below are the presentation guidelines and the information checklist that can be found in pupil planners.

- All work should have a date and a title, underlined with a ruler.
- The relevant Success Criteria must be written under the title, marked Success Criteria.
- All work should be in blue or black pen, which has been approved by the Form Tutor.
- Handwriting should be as neat and legible as possible.
- All work should be valued and completed to the best of their ability.

- Drawings and tables should be in pencil and labelled in pen, unless directed by the teacher.
- Any marked piece of work which is followed by a question should be responded to, or a reflection made regarding the work.
- All loose work should have a name and form written on the back of the work.

Pupil work presentation checklist:

- Make sure your work has a title and date.
- Underline these with a ruler.
- Success Criteria is written down which is being assessed in this piece of work, using the sub-heading Success Criteria.
- Have you written as neatly as you can in blue or black pen?
- Have you completed the work to the best of your ability?
- Have you given a response to your teacher's marking?
- Have you done your tables or diagrams in pencil and labelled them in pen?

Roles and responsibilities:

There is a shared responsibility for ensuring that care is taken in presentation throughout the school.

The role of the teacher:

- Have high expectations of pupils' work and the way it is presented.
- Regularly remind pupils of expectations for presentation and finishing off work.
- Monitor pupil work and provide time for completing it.
- Encourage pupils to edit their own work and provide strategies to help them present it properly.
- Be aware of the presentation of their own work and the quality of resources they use.
- Provide, where necessary, good quality equipment for pupils and explain how and when it is to be used.

The pupils' responsibility is to:

- Do their best work at all times and take pride in it.
- Complete work.
- Keep all books and work in a good condition with no scribbling or graffiti.
- Listen to and follow instructions for presenting work neatly.
- Be correctly equipped for every lesson.

Monitoring and Evaluation

This will be done by the Curriculum Working Group under the direction of the Head Teacher. Work will undergo a half-termly evaluation and problems which are seen will be addressed in an action plan to the specific teacher to address with that group of children or even an individual child.

Review:

This policy will be reviewed in line with the school's academic review program.

Policy Date: April 2024

Review Date: April 2026