

Presentation Policy

We believe that students who show pride in their work are proud of their learning and are more likely to succeed. By following these guidelines you can ensure that your work reflects your attitude to learning.

Written presentation of work

1. All written work should be in blue or black ink with the exception of Take Up Time (TUT) which should be written in green.
2. Upon starting a piece of written work write the title and date at the top of the page.
3. Written work should start at the margin of each page and writing should stick to the lines in the exercise book.
4. Graffiti is not permitted anywhere.
5. Diagrams should be drawn in pencil and a ruler used where appropriate.
6. Mistakes should be crossed out with a single straight line - scribbling out and correction fluid are not permitted.
7. Any worksheets should be trimmed and stuck flat into books.
8. Exercise books and folders must have your name, year, teacher and subject written neatly on the front.