

# THE ELITE ENGLISH SCHOOL

## Work Presentation Policy

Elite English School takes pride in the efforts of its students towards maintaining standard visual appearance and presentation of work. The Work Presentation Policy shall lay out a comprehensive and clear structure of standards to be followed by students.

### Aims:

- To create a clear and consistent set of guidelines for the written presentation of students' learning.
- To ensure that a common standard is maintained across all grade for the presentation of students' work.
- To streamline the transition of work between year groups that demonstrates progression in presentation understood by teachers and students alike.

### Objective:

- To motivate each student to present their work in the best possible way.
- To enable students to recognize work that is presented to a high standard.
- To ensure each student knows the standard of presentation that is expected of them.

### Handwritten Work:

- Handwriting must be legible and letters clearly formed. Students whose writing is very slow or poorly formed will be given additional support and may be required to complete additional practice to develop their skill.
- Students begin to adapt cursive handwriting from grade 1 onwards to progress towards developing fluency and speed in order to form letter with confidence and correct orientation.

### Primary (Years 1 – 4)

- Pencils to be used for all handwritten work.

### Primary (Grade 5), Middle School (Grade 6-8) and Secondary (Grade9 –12)

- Only blue ink to be used for all written work
- Blue ball point and pointers only to be used.
- Black pen to be used only for headings and date.

### **Overall Presentation Guidelines:**

- All work should be dated. Date to be written on the left side of the page on the top row.
- Exercise books should be dated using the complete form in words i.e. Monday 11th September 2016. Grade 1 will write in numbers 11-09-16.
- Maths books to be dated using date written in numbers.
- If there is no pre drawn margin, students should draw a margin using a ruler
- Students should avoid leaving blank pages.
- Only colour pencils / lead pencils are to be used for colouring or labeling of diagrams in exercise books. Use of crayons and marker for colouring is not allowed.
- All work should be given an appropriate title or heading which should be underlined neatly using a pencil and ruler (in some cases this may simply be a page number of the textbook and the exercise number).
- Title / heading should be followed by a blank line, followed by the Learning objective.
- All success criteria to be pasted / written after the learning objective and before the commencement of the task.
- A line should be left between the title and the first paragraph or first response.
- A line should be left between the first and second response and so on.
- Any words misspelt are to be written thrice by the students at the end of the task and self / peer assessment comments.
- Extreme usage of erasers/correction fluid is discouraged grade 5 onwards. If a large amount of work needs to be erased draw a single line to cross out the work and begin neatly on the next line.
- In case correction cannot be inserted in the space available in between the task, an asterisk (\*) and a note at the bottom of the page maybe used.
- Self and peer assessment should be titled "Self Assessment" "Peer Assessment" at the end of the task.
- Peer assessments should be signed off by the students assessing the task.
- Self and peer marking to be done using a blue colour pencil only.
- Grade 5 onwards students are to use lead pencils to self and peer assess and write comments.
- In Mathematics, senior students should be trained to show rough calculations that are legible for depicting the method used for solving problems.
- In Science, diagrams must be drawn and labelled neatly. For secondary, diagrams should not be shaded or coloured.