



Standards of Presentation

Every piece of work should be completed to the best of your ability as teachers use it to assess your attainment, provide you with feedback on how to progress and plan for future lessons. The rules below will support you in producing work to the highest quality:

- You should write using blue or black ink, unless told otherwise
- The date and title should be at the top of each piece of work and underlined using a ruler
- Diagrams should be drawn using a pencil and labelled appropriately
- Tables and graphs should be drawn using a pencil and ruler
- Worksheets should be neatly glued into books unless kept in a separate folder
- Mistakes should have a line drawn through using a ruler
- No graffiti in or on books, worksheet, folders, etc.
- Handwriting should always be neat and readable
- Each piece of work should be ruled off using a ruler
- Homework should be clearly labelled at the top 'Homework'