



St Aubyn's Procedure on the Presentation of Work

The front of each exercise book must be headed correctly with the pupil's name, the subject, the form, the set and the teacher's name. There must be no further writing on the cover of the book.

All books should have plastic covers.

The back of the book can be used to make rough notes if appropriate.

Pupils in the Pre Prep Department will write in pencil. The Middle School pupils will continue to write in pencil until they achieve their pen licence and the berol pen is introduced. From that point on, pupils will present their work in BLUE ink. Fountain pens are not permitted in Middle School. In the Senior School, all pupils will write in blue ink in every subject except in maths where children will continue to use pencil. Fountain pens are permitted.

Pupils are to be encouraged to hold their pens/pencils correctly throughout the school. However, some pupils may develop a slightly different way of holding their pen and providing that the presentation and pace of their work is not suffering, this is felt to be acceptable.

The use of Tippex is unacceptable. Mistakes are to be ruled out with a pencil/pen and ruler.

Only coloured pencils are acceptable in exercise books, unless specifically otherwise directed by staff, e.g. mapwork in Geography.

All illustrations, drawings and diagrams should be in pencil and labelled as appropriate. (This applies throughout the school although labelling in the Senior School will be completed in pen.)

All subjects are to use a margin on the left side of the page, drawn if necessary, in pencil. Work is to be headed with the date, on the left and underlined. The full date (including day) should be written on the left hand side of the page, except in Mathematics, where it is to be written in digits: 16.10.11. A line should then be missed and the title and any Text Book and page reference is then also to be written on the left hand side of the page and underlined. An additional line must then be missed before the work is started. This is to promote clear, well presented work. Before a new piece of work is started, each completed piece of work will be ruled off with a pencil/pen and ruler. This method of presentation is introduced in Year 1 as DUMTUMS (Date, Underline, Miss a line, title, underline, miss a line, start.) and is followed throughout the school.

Teachers should use their discretion when adapting this to meet the needs of SEN children.

Middle/Senior Example

Monday 6th January

I.o To use a range of figurative devices in descriptive writing.

Pre Prep example

Monday 6th January

I.o To use verbs in stories

If work received from a pupil does not comply with this standard, the pupil will be asked to redo the work in their free time, being supervised by the subject teacher.

Subsequent pieces of work should begin beneath the previous piece where space allows.

HANDWRITING

All pupils follow the MSL Handwriting Rescue Scheme (Pippa Chudley) that begins in Reception and works towards develop a good, cursive style of writing.

From then on, all teachers should insist on a high standard throughout the school. If any pupils appear to have genuine problems with handwriting, further practice will be arranged to improve the overall standard. This individual issue will not be on the **Additional Learning provision map** unless linked to a specific difficulty.

It is important that pupils are proud of their work and feel confident to show it to others.

Every opportunity will be taken to commend and praise good quality handwriting and presentation.

LB/CW Jan 2014