

Presentation Guidelines

At Ferndown Middle School we want both pupils and staff to be proud of the pupils' work books.

There are guidelines that are non-negotiable and we expect every pupil to follow them. We expect all staff to encourage pupils to follow this guide.

Pupil Responsibilities:

1. The book covers and labels must not be drawn on or decorated in any way.
2. Every lesson should start with the date written on the next available line and underlined with a ruler and a pen.
3. The full date should be used in every subject except for maths.
4. If there is a WALT or objective this should be written on the next line down and also underlined with a pen and ruler.
5. Pupils should be using a fibre tip pen – blue or black. Biro's are not acceptable. Felt pens should not be used in exercise books. If a map or diagram needs to be coloured then coloured pencils should be used.
6. In maths, a pencil should be used at all times except when responding to a NOW comment and a purple pen is being used.
7. Writing should start close to the margin.
8. Pupils need to respond to NOW comments using a purple pen.
9. Pieces of work should be ruled off before starting the next piece.
10. There should not be large gaps left in books.
11. There are to be no 'doodles' in the books.
12. Handwriting should be legible and fluent – following the school policy.

Staff responsibilities:

1. All books to be labelled with a white sticky label and clearly named with the pupil's tutor group, the subject and the teacher's name.
2. Marking is to be done using a green pen.
3. Use the codes as agreed in the marking policy.
4. Positive comments and praise should be routine.
5. Anything that has to be stuck in should be trimmed to fit and stuck in carefully so that the paper does not stick out beyond the page.