



## **Presentation of Written Learning**

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. High standards of written presentation and excellent organisation are important skills required throughout a student's education and by employers. Well organised and carefully presented written work supports students' on-going review of their learning and revision in preparation for tests and assessments. In maintaining high standards of presentation, students demonstrate pride in their work and learning.

### **OUR EXPECTATIONS**

Every member of staff at Isaac Newton Academy has high expectations of the presentation of written learning:

1. Class learning (CL) or independent learning (IL) is written in the left hand corner of the page and underlined with a ruler
2. The title is written clearly and underlined with a ruler
3. The date is written in the right hand corner of the page, in full (e.g. Monday 17th September) and underlined with a ruler
4. Handwriting is legible
5. Students write in black or blue pen and use pencils for drawings and diagrams, and green pen for self or peer marking
6. Graffiti and doodling on the book cover or on any of the pages is not permitted
7. Loose sheets are secured according to the departmental policy, for instance by using a tag or gluing in
8. Students are expected to draft and edit their writing. Correction fluid is not permitted
9. Additional subject-specific expectations of the presentation of work are communicated to students by their subject teachers, where applicable.

**Reviewed June 2020**