PRESENTATION POLICY

Rationale

- To provide students with simple guidelines to aid the presentation of orderly, logical and neatly presented work in all subject areas.

Purpose

- To create an environment that encourages all students to take a pride in the presentation of their work.
- To encourage all students to have the necessary equipment in college
- To promote and employ presentation guidelines throughout the college
- To expose students to examples of well presented work.

Guidelines

- Students will be expected to have the following equipment:

<u>Essential</u>:	Pen - blue and black	Pencil
	Rubber	Ruler
<u>Desirable</u>:	Pencil sharpener	Protractor
	Selection of coloured pencils	Compass

- Students' books will have on the front cover:
  Name Form Subject
  Teacher's name. Academic Tutor Name
  No other writing will be present. No graffiti

- Each page to have prepared margins or a 2cm wide ruled margin (if appropriate)
- Headings to be underlined
- Each piece of work to show the date and title.
- Each piece of work to show the lesson objective
- Homework to be labelled in the margin (Hwk)
- ICT-produced work to show: name, form, date, titles and any other necessary headers and footers.

Conclusion

Students should be encouraged to take a pride in their work with rewards given for good presentation.

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