



## POLICY FOR WRITTEN WORK

In order to achieve consistency across the curriculum, it is important to keep to the same procedures and train pupils to a common standard.

### Exercise Books

- issued by teachers when previous book is checked
- clean and free from doodles (especially covers)
- top lines of pages used with dates and heading
- no paper wasted
- no pages removed (numbering pages is a useful preventative measure)

### Work on paper

- all work headed with pupil's name, tutor group and date
- continuation sheets clearly named
- work well organised in suitable file

### Heading work

- pieces of work to have suitable heading and date
- headings underlined with a ruler

### Presentation

- writing to be tidy and of a sensible size
- care taken with capital letters and full stops
- the same coloured ink (blue or black) to be used throughout a piece of work
- no tippex to be used
- errors to be crossed through once with a ruler
- diagrams and graphs to be drawn with a sharp pencil
- ruler used to underline headings

### Missed work

- space to be left for catching up, as necessary
- made up in pupil's own time or in detention

### Correcting work

- pupils constantly encouraged to check work and use a dictionary
- corrections done after each piece of work, or project work, amended
- spelling errors of key words to be written correctly three times
- grammatical errors to be written correctly three times
- common spelling errors to be learned and tested
- corrections of work on paper to be handed in together with new work

**Where subject areas have their own specific procedures and policies, these must be followed by all staff teaching the subject.**