

The Students' Guide to Presenting Work Braunton Academy

At Braunton Academy we have high expectations of our students. We expect you to do your very best and to make the most of all your learning opportunities. When we look at your work we want to see evidence of you:

- ✓ taking a real pride in your work;
- ✓ developing excellent organisational skills;
- ✓ reflecting on your learning.

GENERAL STANDARDS

1. Presentation of written work

- ✓ In exercise books or work on paper, all pieces of work should have the date and a title which are underlined with a ruler.
- ✓ DIRT activities (**D**edicated **I**mprovement & **R**eflection **T**ime) should be clearly marked with the underlined heading DIRT.
- ✓ You should leave approx 5 lines for the teacher's comments or feedback before beginning a new piece of work.
- ✓ Mistakes should be crossed out with a single line using a ruler.
- ✓ Loose sheets should be glued into books.
- ✓ You will be asked to repeat or improve unacceptable work so make sure you produce work to the best of your ability, present it in a tidy way and check through carefully for errors.

2. Appearance of exercise books, folders etc

- ✓ Covers of books to be well presented and covered if required.
- X There should be no graffiti or doodling.
- X Pages should not be torn, ripped or cut in any way.
- X Pages should not be removed from books.

3. Colour Coding

- ✓ All written work to be produced with a blue or black pen.
- ✓ All drawings, graphs and charts to be done in pencil.
- ✓ Peer and self-assessment comments to be clearly identified.
- ✓ Teachers' comments will be in a different colour to your work.

There will be regular checks on your books and folders to make sure that you are meeting these expectations.