



Presentation of work, prep and classrooms Policy

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Introduction

Maida Vale School expects work across all areas of the curriculum to be organised, well-presented and logically structured. The quality of students' work is monitored routinely: classroom teachers inspect work in the first instance; Heads of Department conduct regular 'book looks' to ensure consistency; and the Leadership Team carries out Lesson Drop-Ins. The Deputy Head Academic and Assistant Head Academic, alongside Heads of Department, also undertake half-termly work scrutinies.

Our welcoming and supportive teaching 'open door' policy means that teaching staff should informally observe lessons – via Steplab's Lesson Drop-In platform – and review students' work at least once per week.

This policy sets out expectations for the presentation of classwork and prep. Staff should take students' individual needs into account, particularly those with SEND, and seek advice from the SENCo where appropriate.

Students should:

- Complete work in exercise books, on lined paper (stored in lever arch files), or in OneNote on Teams.
- Print OneNote/Teams work when requested by their teacher. If a student is unable to print, the teacher should contact home and/or the student's PT.
- Take pride in the presentation of their exercise books and files and take care to minimise damage and wear.
- Write legibly and re-do work if its presentation is unsatisfactory.
- Be equipped with a pencil case containing: multiple blue or black pens; pencils; a pencil sharpener; a 30cm ruler; a protractor; compasses; an eraser; multiple purple pens for correcting or assessing their own work; and a mathematical calculator. Some subjects may require additional equipment.
- Write the date and a title for each lesson or new piece of work.
- Clearly identify prep by writing 'prep' at the top of the page or creating a new OneNote page titled 'prep' with the date.
- Clearly label sections of work, as appropriate, for example with the exercise/question and page number or essay title.
- Use a ruler for lines intended to be straight.
- Complete graphical work and diagrams in pencil unless instructed otherwise.
- Correct mistakes by drawing a single neat line through the incorrect work before continuing.
- Not draw, doodle on or vandalise written work. Failure to comply may result in appropriate sanctions, including the purchase of a replacement exercise book.

As stated in the Literacy Policy, presentation of work and prep expectations must be made clear to all students in all subjects at the beginning of each academic year. These expectations may be provided as a document to be kept in exercise books or at the front of files. Departments may establish additional expectations to support neat and organised work.

Teachers should:

- Keep classrooms organised, tidy, safe and engaging. Displays should include examples of students' work demonstrating good presentation and accurate spelling.
- Be prepared to use any classroom at short notice. At the end of every lesson, teachers should ensure that:
 - chairs are tucked in
 - the whiteboard is clean
 - desks are clear of resources
 - books and files are stored neatly
 - the IWB is ready to connect to
 - stationery is stored appropriately
 - board pens and rubbers are available
 - Where appropriate, windows and/or the door are left open or ajar
- Organise materials and resources effectively and establish clear routines so students know how to act appropriately.
- Welcome students at the classroom threshold, being present five minutes before the start of the lesson, to ensure orderly entry. This should be repeated at the end of the lesson to ensure orderly exit.
- Explicitly explain expectations for well-presented classwork and prep.
- Maintain high standards and require students to re-do classwork or prep where presentation is unsatisfactory. Concerns relating to students with SEND should be discussed with the SENCo.
- Where possible, keep exercise books, files and folders in the classroom unless students need them to complete work elsewhere.
- Ensure students clearly identify their prep as 'prep'.
- Organise OneNote/Class Notebook logically and simply so that students can navigate and use it effectively.
- Regularly review the balance between the use of exercise books and OneNote.

- Maintain class sets of textbooks and loan these to students who request one to take home.
- Produce hard-copy revision materials for all tests, assessments and examinations, as well as uploading them to My School Portal.