

Secondary Presentation of Learning Policy

Rationale

Maadi British International School Mission Statement

‘Learning for Life...’

Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community.

At Maadi British International School we are committed to providing a happy, positive learning environment where children, teenagers and adults are:

- *Successful independent and collaborative learners*
- *Confident, cooperative team players and responsible leaders*
- *Flexible, resourceful and resilient*
- *Reflective, honest and trustworthy*
- *Responsible, caring global citizens*

We have high expectations and a pride in everything we do. This Presentation of Learning Policy aims to create a clear and consistent set of guidelines for the presentation of the student’s learning across the whole school to achieve high standards.

Expectations for all Teaching Staff

- To model good practice
- All teachers’ handwriting in books and on display in the classroom – interactive whiteboard/flip charts/wall display, etc - should be neat, legible and well-presented
- All Student’s work in exercise books and on paper should be marked in line with the **Feedback and Marking Policy**. Presentation should be commented upon as appropriate
- All work stuck in books/labels/headings etc, must be straight, cut to size and glued neatly
- High standards of presentation to be made an explicit expectation for the Students in all appropriate learning sessions
- Examples of high standards of presentation should be shared with the Students

Expectations for Students

- To take consistent pride in their presentation
- Pencils should be used in all Maths books and in drafting work/drawing of diagrams across other subject areas (such as Science) as appropriate
- Margins in books or on paper should be drawn with a pencil if required
- Pens should be used for written work
- Students should write in black rollerball or blue rollerball/or similar pen when agreed
- All school exercise books should be well cared for and free of graffiti

Expectations for handwriting

- Handwriting should be neat at all times, with students taking care to present their work to the highest possible standard.

Expectations for layout

- The date is to be written at the top on the left in full - *Thursday 12th May 2015*
- In Maths, the date should be written in numerical form (ie. 12.5.15) at the top on the left
- The Key Question (KQ) on the next line on the left, and a title where appropriate
- Where appropriate, success criteria (S.C) should be written below the KQ.
- The date and the KQ should be underlined using a pencil and a ruler
- Both sides of the page should be used
- One line should be left between each paragraph or writing indented to indicate a new paragraph
- If a mistake is made in pencil, it should be rubbed out; if a mistake is made in pen one neat line should be drawn through the mistake and started again – ‘over writing’ is not allowed
- Three lines to be left after each piece of work for teachers’ comments, then a line drawn with a pencil and a ruler before starting the next piece of work
- Writing should be on the line
- In Maths, all figures, including signs, should be written neatly and clearly with one figure in each square
- Decimal points should be written on the line between the two numbers

- In Maths, each calculation must be clearly numbered and a space left to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically

Classroom Organisation and Resources

- All classrooms should have the appropriate writing/presentation materials - pens, rulers, erasers, etc - readily available
- Teaching staff should encourage students to ensure all materials are looked after during the sessions and carefully put away if used
- Teachers are responsible for ensuring classroom tidiness
- Students should come prepared for each lesson with the correct equipment, as outlined in the Student/Parent Handbook 2025/26.

Provision for Learning Support

- Flexibility needs to be built in to accommodate the needs of individual students (eg. use of different coloured paper, pens etc).

Equality and Diversity

- Please refer to the MBIS Statement on Equality, and Racial and Cultural Diversity.

Outcomes of Presentation Policy

- There is consistency across the school in terms of the standard of presentation expected
- Students of all abilities are able to present their work to the highest possible standard increasing their confidence and self esteem
- Progression in the presentation of work is evident

Monitoring of Presentation Policy

- Samples of Student's work will be collected and evaluated as part of the *MBIS* Monitoring Learning Programme to ensure the policy is being implemented correctly

Date of Policy: March 2021

Last review: August 2025