

16 July 2018

Dear Parents/Carers,

At The Bourne Academy, we recognise that the visual appearance of work is important. Well-presented work evokes a positive response in the reader and promotes a sense of pride in the student's own work. Students being able to express themselves in a fluent, extended and accurate way is one of the most important tools to success. A culture of well-presented work fosters an understanding of the importance in the world of work, of accuracy and high quality presentation. In addition, our students' exercise books, work folders and portfolios, more than ever before, are the primary source of revision. They must be clearly laid out in order to be useful.

Staff and SaLPs (Students as Learning Partners) agree on the following:

- Books, folders and portfolios must be organised and presented well from the start of the year, teachers will insist on high expectations and reinforce these expectations throughout the year
- Clearly laid out books, folders and portfolios will be regularly marked in line with the marking policy
- Students will feel their work is valued, heightening their sense of learning self-esteem.
- Students' literacy will improve, as both they and their teachers will be able to read their writing in order to help them improve
- Students will feel proud of their work; it will be an invaluable source of accessible information for their successful learning.

At the start of every lesson, students will be reminded of the excellent standards of presentation expected at The Bourne Academy.

- I will use a pencil to draw lines, drawings, graphs and tables
- I will write in blue or black ink
- I will write the title starting with a capital letter
- I will write the date every lesson
- I will underline my title and dates with a ruler
- I will not graffiti on books or folders
- I will glue any loose sheets into my book or file them neatly in my folder
- My handwriting will be to the best of my ability, I will make it as neat as I can
- I will cross out mistakes with a single line; there will be no scribbles in my work
- I will start my writing against the left hand margin. I will neatly draw a margin on each page if a book does not have one
- I will not leave spaces and will use both sides of the pages in my exercise book or loose paper
- I will use my green pen to respond to my teachers' feedback.

Principal: Mr Mark Avoth

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Every lesson, teachers will check that these expectations are being met, issuing rewards points for those students 'doing the right thing' (This is always the vast majority). Students who choose not to meet these expectations will attend a break or lunchtime detention to make sure their work complies with our presentation policy. Failure to attend will move them through the Academy sanctions system to a Directors' Detention.

To support this drive on the importance of presentation skills for our students, we will also insist that students come to school with the correct basic equipment for learning. It can be difficult to appreciate how much this particular problem can get in the way of teaching but the cumulative effect of large numbers of students arriving routinely at lessons without basic equipment has a detrimental effect on learning. Again, students who bring the correct equipment will be recognised and rewarded. Students, who do not, will be sanctioned via the Academy detention system.

Equipment expectations for every student from September:

Must have:

Black/Blue pen(s)

Sharp pencil

Ruler

Recommended to have:

Pencil sharpener

Rubber(s)

Green pen(s)

Coloured pencils/felt tips

Scientific calculator

To support students with the equipment requirement, we will have pre-packed pencil cases on sale for £8.00.

In addition to this, SaLPs will run an equipment shop twice a week where students can purchase basic equipment.

Thank you very much, in anticipation of your support.

Mark Avoth

Principal

Rachel Bennett

Assistant Principal

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