

**The Abbey**  
**QUALITY OF WRITTEN WORK**

**1. Policy Statement**

The Policy exists to ensure that there is a consistent expectation in the quality of written work and that consistent action is taken if that quality is not reached.

**2.. Procedure**

2.1 Teachers must ensure that all work set:

2.1.2 is clearly explained in terms of quality and quantity expected

2.1.3 is stimulating and designed to reinforce or progress learning

2.1.4 is expected within an appropriate and reasonable time period

2.1.5 is marked by pupils, peer or teachers soon after completion

2.1.6 is repeated if it fails to reach expected standards.

2.2 Pupils must:

2.2.1 show care in the detail and content and presentation of work, e.g. all written work should be dated, titled and named (where necessary); headings should be underlined with a ruler and margins should be drawn (if not already completed).

All teachers should expect the Charles Cripps style of handwriting, with modifications – all small letters begin on the line and capitals are not joined to the next letter.

Children use joined up writing, all spellings are taught as handwriting patterns as well.

Pencil is used in Year 3, graduating to Berol handwriting pens during Year 4. Rollerball pens, not Biro's, can then be used and, if appropriate, fountain pens in Years 5 and 6.

2.2.2 correct incorrect work or complete work that they were unable to do. 'Tippex' or similar products are banned for pupils' use in school

2.2.3 hand in work by the deadline

2.3 Teachers and pupils need to follow the guidance for late work:

2.3.1 any late or shoddy work must be completed/redone and handed in at the agreed time

2.3.2 the failure to hand in late work by the new deadline will usually be treated as a disciplinary offence, resulting in attendance of the Friday lunch time work session. Please sign pupils' names onto the sheet in the staffroom and communicate with the Master

2.3.3 a backlog of more than one piece of work should never be allowed to build up. It is the teacher's responsibility to chase up work (but parents and teachers, where appropriate, should be informed)

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Reviewed by NJG September 2011 Next Review 2012