

Woodbridge School

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

Teachers must ensure that all work set:

- Is clearly explained in terms of quality and quantity expected.
- Is stimulating and designed to reinforce or progress learning.
- Is expected within an appropriate and reasonable time period.
- Is marked by pupils, peers or teacher soon after completion.
- Is repeated if it fails to reach expected standards.

Pupils must:

- Show care in the detail, content and presentation of work..
- Correct incorrect work or complete work that they were previously unable to do.
- Hand all work in by the deadline set.

Teachers and pupils need to adhere to the following guidance for late work:

- Any late or shoddy work must be completed/re-done and handed in by an agreed time.
- Failure to hand in late work by the new deadline will usually be treated as a disciplinary offence, resulting in a lunchtime or Saturday detention.
- A backlog of more than one piece of work should never be allowed to accumulate. It is the teacher's responsibility to chase up work (but parents/guardians and teachers, where appropriate should be kept informed).

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Governor Agreement	

Checked by M R Streat 10/10/09