

Presentation of your work

Books must be kept tidy and in good order. They are a record of your progress.

Work should be completed in blue or black ink. Diagrams should always be completed in pencil and straight lines always drawn with a ruler.

Appropriate paper should be used for appropriate exercises e.g. graph paper for graphs.

If pupils do not have books in lessons, they should be asked to write on paper and

Rough work should be done on scrap paper or in the back of books if appropriate.