

## HURST PARK SCHOOL – GUIDELINES FOR PRESENTATION

Use a sharp pencil for drawing and drafting your work.

Use a blue handwriting pen for neat copies or final drafts of writing, with your teacher's permission (Year 6).

Write the date and title clearly above your work and underline using a ruler (Key Stage 2).

Leave a clear line between paragraphs.

Always number any questions or answers clearly in the margin.

Write labels horizontally and clearly, drawing lines or arrows using a ruler.

Complete any colouring neatly using coloured pencils. Do not use felt tip pens unless instructed.

Mistakes in pencil should be rubbed out using an eraser or should have a single line drawn horizontally through them.

**ALWAYS TAKE PRIDE IN YOUR WORK!**