



7 June 2018

Dear Parents, Carers and Students

I have noticed a deterioration in the quality of some of the written work in exercise books recently. Please may I therefore take this opportunity to remind you of our very high expectations for the presentation of any piece of work that you do, as outlined in the student planner:

- a. Dates and titles should all be underlined with a ruler.
- b. You should write in black or blue ink. Black is preferable. Handwriting pens, such as 'Berol Handwriting' or gel/roller ball pens should be used.
- c. Each piece of completed work should be ruled off with a ruler.
- d. Diagrams/tables/graphs/drawings should be completed in a pencil and labelled in pen.
- e. Handwriting should be the best that you can do. Compare a current piece to your first piece of work in September.
- f. All worksheets should be stuck into your exercise books. These should be given a title on the outward facing side if folded so that you know what is contained in each worksheet. Stick worksheets over double pages so that the content is clear.
- g. Spelling errors will be identified by the teacher from which point you should write out each correction three times.

May I suggest that you spend some time this week going through your exercise books for every subject to ensure that all your written work adheres to the policy as outlined above?

Parents and carers – I would be most grateful for your help with this. Could I ask you to check every book that your child brings home (even for senior students), and initial the last page of work to confirm that you are happy that the standard of written work is the best that your child can do. Should you wish to make a comment on your child's work for the teacher to read, you are most welcome to do so.

Thank you everyone for your help with this. It is not unusual to have a 'blip' at this point in the academic year. The important thing is that we rectify it quickly so that our very high standards here at John Flamsteed Community School are never compromised. I know that you would be disappointed if I let this happen.

With my very best wishes

Yours sincerely

Mrs L J Walton
Headteacher



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