



*Believe. Achieve. Succeed. In our hands we hold the future.*

## **Presentation Policy**

### **What is this policy for?**

This policy sets out our expectations of presentation at Hutton CE Primary School

### **The vision for presentation**

### **When is presentation taught and learned?**

Presentation is taught continuously across all subjects. There is always a particular focus at the start of each year to embed the teachers' expectations.

### **How is presentation taught and learned?**

- Presentation must be consistent across the school to ensure all pupils learn how to set out their work at a young age. These skills are then used and refined as they move through school to ensure consistency.
- All pupils need to spend time thinking about their work, to enhance the creativity and content of it. Therefore consistently well-presented work, learnt at a young age, will enable them to "free up" this time so they will not need to concentrate on handwriting and presentation as it will be automatic.

### **What do we learn in presentation?**

We put the date at the top of the piece of work, starting from the left of the page. We put the WALT on the next line. Both the date and WALT will be underlined with a ruler.

### **How do we measure success in presentation?**

Presentation is not formally assessed but teachers assess whether pupils are able to work at age appropriate standards as the year progresses. Children's work is checked by the teacher on a regular basis and is shared during moderation sessions where presentation is examined. Any charts or extra papers that are stuck into the books must fit onto the page or be folded neatly.

### **Resources**

The school has resources to assist with pupils' presentation, including pencil grips to assist hand writing, guillotines for staff to cut work paper to size.

### **Monitoring and Evaluation**

Each subject team will monitor the standards of presentation within their subject. This will occur through book scrutiny.

Information gathered is shared with the leadership team and through the link governor for English.

Policy written: February 2020

Policy review: November 2022

Ratified by the Local Governing Body and signed by chair or vice chair:

Jane Barry

29/11/21