**Tavistock Community Primary School**



**Presentation Policy**

**November 2016**

**DOCUMENT MANAGEMENT**

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Title: Presentation Policy

Version: 1

Committee: Curriculum

Date: November 2016

Review Period: Annual

Review Date: November 2017

**Philosophy and Purpose**

At Tavistock Community Primary School we believe it is important that children:

* Take pride in their work
* Present work in a manner appropriate to the subject, the purpose and the audience for which it is intended
* Be taught presentation skills in a planned way, with progression and continuity across all key stages
* Have high quality materials appropriate to age and need
* Are encouraged to appreciate their materials and look after them
* Are made aware of the expectations which should be appropriate to age and ability
* Are positively encouraged to consistently achieve the standards set and be rewarded for their efforts

**Guidelines**

The attached table sets out clear guidelines on setting out and presentation for all key stages

Staff will:

* Teach children the skills required for presenting work
* Encourage children to take a pride in their work
* Remind children regularly of expected standards
* Insist on children treating their materials with respect
* Use the guidance flexibly for children with SEN
* Acknowledge and reward children’s efforts
* Set high standards of presenting work for children in their work for children and in displays

**Monitoring, Evaluation and Review:**

The policy will be monitored by the Senior Leadership team through:

* Lesson observations
* Book/work scrutiny
* Displays

It will be evaluated and reviewed annually.