



## **Handwriting and Presentation Policy**

### **1. Rationale**

When communicating ideas in writing it is important that children use a handwriting style which is neat and legible. The importance of handwriting should not be under-estimated. It is vital that children can write quickly, comfortably and legibly as it is a skill needed in many curriculum areas. Children's self esteem is also heightened when they are able to take pride in their handwriting.

### **2. Aims**

- To develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.
- To instil a positive attitude towards handwriting
- To present work in a neat and orderly fashion appropriate to the task, which is consistent to a whole school approach.

### **3. Guidelines**

- Handwriting and expected standards of presentation should be taught as a whole class activity.
- Some additional lessons at the beginning of a term may be necessary but half an hour a week is a minimum guideline.
- Intensive teaching is recommended at the start of each school year to clarify expectations, with further reinforcement in weekly lessons.
- The teacher should act as a model when writing on the board or marking work, using the agreed school cursive script.
- Posters around the school environment should also model expectations for handwriting and presentation, using the printed school cursive font where necessary.

#### **4. Handwriting**

- Pupils will be taught an agreed cursive style across the whole school.
- Teachers should teach this style using the cursive template as a guide and should address issues from assessment and observation.
- Attention to posture and seating arrangements is important. Children who write with their left hand face particular difficulties and teachers need to be aware of this.
- Children who display specific difficulties with handwriting will have these addressed through such interventions as slanted writing boards, rubber pencil grips, using alternative writing media etc.
- Individual cases may be referred to the SENCo where necessary.

#### **5. Presentation**

It is very important to ensure consistent presentation in all work undertaken across the school. Staff should focus on the following guidelines to ensure this consistency, taking into account age and ability of children where necessary.

#### **6. English – FS and KS1**

- Children will write in pencil using the school cursive script.
- Work should have a date, title, WALT and subject heading.
- Children should be encouraged to write the date and titles themselves, though where necessary teachers may do this or use other methods such as sticky labels with titles and learning objectives printed on.
- Children should be encouraged from the beginning to write from the left hand edge of the page, or margin, though FS does allow for more freedom when first exploring letter shapes and formation.
- High standards of presentation should be expected in every lesson and children should be encouraged to cross through mistakes with a ruler and single line. Erasers can be used at the discretion of the teacher.

#### **7. English – KS2**

- Children will write in pencil until the class teacher deems it appropriate that they should write in pen.
- Children will write in pencil when producing notes, rough work or draft copies. All final copies, 'best' work or work for display will be written in pen, if appropriate.
- Handwriting pens should be provided by the school.
- Gel pens should not be used (unless they are appropriate to a specific task, such as Big Write).
- All work should have the date, title, WALT and subject underlined using a ruler.
- Children should write from the left hand margin.
- A mistake should be crossed out with one line through it and not deleted with an eraser pen or similar.

## **8. Mathematics – FS, KS1 and KS2**

- Pencil should always be used for Mathematics work.
- Guidelines for presentation of date, title etc and correcting mistakes are as for English.
- One number should be written in each square and a ruler should be used for calculations, shapes and drawing lines.

## **9. Other Subjects**

- The guidelines for English also take into account other subjects where written work is also produced.
- Diagrams should be drawn in pencil with labels in either pencil or pen depending on age.
- Illustrations should be carried out in pencil crayon, unless for a specific piece of display when pastel, felt pen or other media may be used.

## **10. Display**

- There should be an appropriate emphasis on current literacy and numeracy work on display in the classroom
- Displays should have clear titles and should celebrate and reflect recent work from a range of ability
- Teachers should ensure that displays are changed regularly
- Classes will be responsible for some boards in communal areas of the school
- All subjects of the curriculum should be represented in displays
- Where display space is limited, e.g classrooms, displays in teaching areas should be used as tools for teaching and learning.
- Boards in halls can be used for celebrating completed work
- Where typed labels and headings are used, these should be in the school printed cursive style.

## **11. Homework**

Parents will be encouraged to support their children to produce quality work following the handwriting and presentation policy guidelines. Children will be expected to take the same care with homework as they do in their class books and the same standards will be expected unless the teacher has specified differently.

Date agreed by Governors: April 2017

Review date: April 2020