



PRESENTATION AND HANDWRITING POLICY

Review Date: September 2019

Introduction

1. This policy reflects the presentation expectations and handwriting skills in working practice at our school. It also outlines the purpose, nature and management of teaching handwriting and presentation at our school.

Aims and Objectives

1. To give praise and encouragement to all children.
2. To produce clear concise legible handwriting.
3. To teach the cursive script in order to increase the fluency and speed of writing.
4. To present work to a variety of audiences.
5. To encourage children to take pride in their work.
6. To promote confidence, independence and self-esteem.
7. To help children recognise handwriting as a life-long skill.
8. To display neatly presented work as a model of excellence.
9. To provide consistency of approach by all staff so children know what standards are expected of them.

Implementation: Handwriting

The Penpals handwriting scheme has been implemented across the school.

At Monkshouse children in F/S will begin physical preparation for handwriting: gross and fine motor skills leading to mark making, patterns and beginning letter formation. In Year 1 they will be taught secure correct letter formation. In Year 2 they will begin to join along with a focus on relative size and spacing. In LKS2 they will be taught to secure joins along with a focus on break letters, legibility, consistency and quality. In UKS2 children will practice speed and fluency and aim to develop a personalised style for different purposes.

Handwriting is timetabled in short regular sessions and where possible is integrated across the curriculum. It will also be undertaken as an intervention activity when handwriting is impeding progress.

- KS1 2 x 30 minute session weekly
- LKS2 2 x 30 minute sessions weekly and as required as an intervention
- UKS2 2 x 30 minute sessions weekly and as required as an intervention

It is important for staff to set a good example to children by always modelling good handwriting when writing on the board or when marking children's books.

When handwriting, children should be positioned where they can clearly see the interactive teaching sequence. They should not have to twist in their seats to watch this.

Children will write with pencil until they have sufficient skill, as stated on the Pen Licence, to use a blue handwriting pen.

Staff will ensure that pencils are sharpened and will not allow children to use worn down stubs.

All children will be encouraged to achieve a Pen Licence according to the criteria displayed on the wall for consistent use of cursive legible hand-writing (see below).

Staff will be attentive and aware of left-handed children and those with motor coordination problems. Extra support and resources will be provided where necessary.

Implementation: Presentation

Presentation is an integral part of teaching at Monkshouse Primary School and it is important to give time to it. It is essential that pupils understand and appreciate the importance of producing work which is good in content and which is well presented and neat. Pupils need to develop an intrinsic pride in the content and presentation of their work.

Literacy work

- **Work needs to be dated** - this will give an accurate record of the child's achievements. In the Reception class the teacher will date the work. In Year 2 the children will begin to write the date out in full, e.g. Monday 26th December, this will continue through the school. The date must be written on the top left hand side, first modelled on the board.
- **Title** – Year 1 work has a title. In KS2 **all** work is to have either an underlined title set in the middle of the page title or a learning objective set at the top left of the page beneath the date. Learning Objectives should not be underlined. Once the title or objective has been written then a line will be missed to set the title apart from the writing. For the younger children learning objectives can be printed and stuck in the books
- **Ruling off** - It is important that the children learn where to start a new piece of work, in order not to waste paper and to organise work on the page clearly.
- **Front covers of books/folders** - All book covers will have a printed computer book label to encourage neatness and uniformity. Children will be warned against doodling on or defacing their book covers as part of valuing their work. Teachers should stick labels on subsequent books.
- **Traffic Lighting** should be done at the end of a lesson.
- **Corrections-** Any mistakes should be crossed out neatly using one ruled pencil line. Minor errors should be corrected using erasers.
- **Colours** – Colours should only be used for highlighting, for example: in the Big Write, traffic light assessment or colouring diagrams. Other than highlighting for VCOP activities and the Big Write, only pencil crayons should be used for colouring. Red pens is used for next steps/editing. Gel pens and felt tips should not be used.

Mathematics work

- **Date** – In the Foundation Stage teachers will write the date for the children. In Key Stage 1 and 2 the date is to be written in 6 figure number format e.g. 04.01.17 by the children on the left hand side of the page.
- **Learning Objective/Skill** - all work is to have either an underlined title set in the middle of the page title or a learning objective set at the top left of the page beneath the date. Learning Objectives should not be underlined. For the younger children learning objectives can be printed and stuck in the books. Once the title or objective has been written then a line will be missed to set the title apart from the writing.
- All work in their books will be completed in pencil.
- Key Stage Two children using A4 numeracy books will draw margins 2 squares wide in their books using a ruler. Children in Key Stage One will not draw a margin in their books.
- Children need to be encouraged to set the work out neatly, so people can read it easily – 1 digit to 1 square.
- A ruler must be used when drawing grids, tables and images for a calculation.
- In UKS2, if children need to make rough calculations an eight square margin may be drawn on the right hand side page.

Other Subjects-The same expectations and guidelines will apply for all other subjects.

This policy reflects the consensus of opinion of the teaching staff and has the full agreement of the governing body.

The implementation of the policy is the responsibility of all teaching staff.

Signed _____ Chair of Governors Date:

_____ Headteacher Date:

Handwriting Pen Licence – Spalding Monkshouse Primary School

Class

Name:

Date licence achieved:

	Conditions of licence:
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1. Use cursive joined up writing.
2. Keep writing sitting on the line.
3. All letters are a consistent size.
4. Ascenders are the same size and stretch up higher.
5. Descenders go below the line and are the same size.
6. Keep writing neat at all times.