

Newberries Primary School

'Play Together, Learn Together, Achieve Together, Grow Together'



Handwriting and Presentation Policy

This policy is an addition to the English Policy

AIMS

- Promote consistency of handwriting and presentation throughout the school.
- Promote children's sense of pride in their own work.
- Encourage children to acquire correct letter formation and clear, legible, joined handwriting.

TEACHING AND LEARNING

The teaching of handwriting and other presentation techniques will enhance children's work in other curriculum areas.

All classes will have regular sessions devoted to the teaching of handwriting and presentation.

Teaching should:

- Follow the chosen agreed cursive script (see Appendix 1).
- Ensure the children see effective demonstration and modelling of letter formation and joins through teaching inputs and in general writing on the whiteboards.
- Handwriting should be taught in conjunction with spelling to reinforce the link between letter formation and phonetical awareness.
- Give children in Reception to Year 6 the opportunity for at least one taught handwriting session per week followed by regular practise in handwriting books.
- Give children in Reception to Year 6 the opportunities to practice and develop handwriting and presentation skills in all areas of the curriculum, as appropriate.
- Allow opportunities for children to practise handwriting alongside teacher demonstrations, rather than just copying from sheets or schemes.
- Introduce blue pens during Year 4 and ensure that pens are used consistently in written work in Key Stage 2.
- Handwriting pens available for children as appropriate.

Date: September 2018
 Review Date: September 2022

Presentation

All children will be encouraged to put clear titles and dates on all written work.

Overview of Presentation throughout the school

Reception		
KS1	Date	Top left
		Year 1 - Short date in all work
		Year 2 - Long date for English
		Year 2 - Short date all other work (e.g. 3/9/18)
		Leave line underneath the date
	Title	Centre
		Underline title summer term Y2 in pencil and with a ruler
		Leave line underneath the title
	Mistakes	Single pencil line through mistake with a ruler
KS2	Date	Top left
		Long date for English
		Short date for all other work (e.g. 3/9/18)
		Leave line underneath
	Title	Centre
		Leave line underneath
		Underline title in pencil
	Margins	When numbers are used they should be followed by full stop, not bracket or circle.
	Mistakes	Single pencil line through mistake with a ruler
	Maths	Work in pencil
		Rulers to be used when any line is drawn in Maths
		Year 5 & 6 to use a grid layout for the date, title and numbering
		One digit in each square
	Science	Use pencil for diagrams but pen for writing labels
	Pen	All children from Year 4 to write in pen when consistent cursive script is used.
	Erasers	No ink erasers to be used

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Appendix 1

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Handwriting Letter Formation

Letters are introduced individually and in conjunction with the teaching of phonics.

