



Pilgrims' Way Primary School

Handwriting and Presentation Policy

Reviewed: Autumn Term 2020

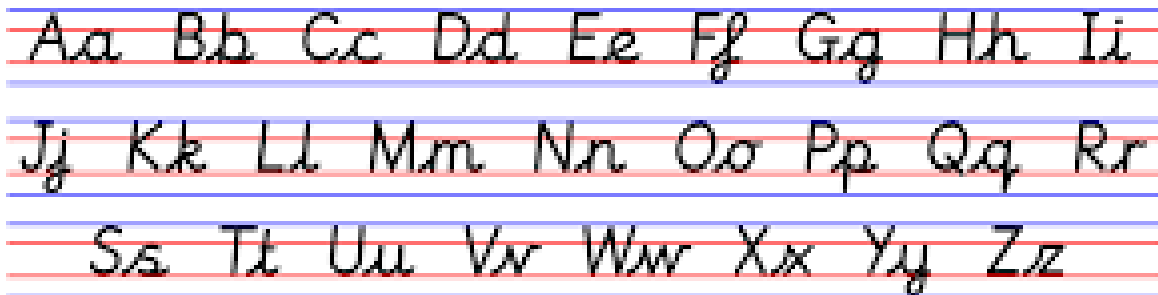
Next Review Date: Autumn 2021

Aims

- To have a consistent cursive approach across the whole school to ensure high levels of presentation with children achieving a neat, legible style using correctly formed letters.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.
- Children to develop fluency and speed whilst writing, so that eventually the children are able to write the letters with confidence and correct orientation.

Teaching and Learning

- Teachers and Teaching Assistants model the agreed cursive style when modelling writing both in class, on displays and through feedback in books.
- Our agreed cursive style is as below:



Early Years Foundation Stage (EYFS): Communication, language and literacy

Children in the EYFS will be continually assessed in the area of Moving and Handling to develop the gross and fine motor skills needed to use a pencil and be able to develop their handwriting.

Writing patterns and art work will be taught to develop the skills needed to develop a fluent style of writing.

- Children to be introduced to pre-cursive and cursive script at the earliest stages of writing. This will be dependent on each child's needs with particular consideration given to children

with SEN and more able children. Teacher judgment will inform when cursive and joining is introduced to individual children. Handwriting is taught each day in Nursery and Reception.

Children in Nursery and Year R are taught the four handwriting patterns. The vocabulary used to teach these patterns is consistent across Nursery and Reception.

- In the Foundation Stage, children should be writing in the pre-cursive script to enable an easier transition in Year 1 into the cursive script, depending on their ability. The expectation is that by the end of Reception pupils will start to transfer towards a cursive script depending on their skill and ability. Initially pre cursive script is modelled by staff as children progress cursive is modelled
- Displays in both Nursery and Reception should include models of cursive script.
- Implements such as chunky triangular pencils, large chalks and chunky pens etc. are used by pupils to rehearse skills on paper, whiteboards and in the outside learning environment.

Key Stage 1 & Key Stage 2

- Within KS1, every class will have four handwriting sessions per week that last about 10 minutes. Pre-cursive to be used in Year 1. By the end of Year 1 the children should be joining their letters together.

In Year 2 onwards the expectation is that the children write in cursive joined up style for all pieces of writing. In addition, joined up cursive only should be modelled by the teacher.

- Within KS2, every class will have a specific handwriting session for 20 minutes per week. The amount of additional lessons is dependent on teacher and class needs.
- In handwriting sessions, spellings, relevant key vocabulary or sentences/paragraphs will be modelled by an adult then practised by children.

Posture

- Chairs and desks within classrooms are matched to children's age and height.
- Children's backs should be straight and feet resting on the floor. A right-handed child should have their book slanted to the left. For a left-handed child the book should be slanted to the right.
- Always make sure that the hand which is not holding the pencil or pen holds the paper.
Implements
- Children use a standard HB pencil, well sharpened, or a pen.

Pen Licences

In order to use a pen a child must show an adult 3 separate pieces of work that show legible, neat joined cursive writing. Children will take their licences up to their next class. Teachers to hand over this information at pupil progress transition meetings at the end of the year.

A pencil is always used within maths regardless of whether children have a pen licence.

Presentation

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school. It will ensure expectations are raised by all staff and engender, in all children, a sense of pride which in turn will be reflected in the presentation of their work. By setting high expectations, children will be encouraged to work towards self-improvement and reach their potential in standards of achievement.

Dates and Titles KS1

- During their Reception year the children will be taught to write their full names on their work.
- Stickers will be used for Learning Objective and date
- During Year 1 and 2 the children will build independence on writing the date, month and title on their work. Stickers will be used while this develops.

General guidelines KS2

- All work is dated and titled.
- Date and title is underlined in pencil, with a straight line using a ruler.
- Photocopied sheets are trimmed before being stuck neatly into books.
- Children should begin writing in pen as soon as they have developed a neat, cursive style of handwriting, ideally by Year 4 achieving their pen licence
- Children are not allowed to doodle on their book covers and names and subject should be written on neatly in school hand-writing style, using a handwriting pen.
- Incorrect work should have a straight line drawn through it.

Rulers

- Reception children do not use rulers for presentation.
- Y1 and Y2 children are encouraged, where necessary, to underline dates and titles neatly.
- Rulers are used by KS2 children to underline their work and draw margins.

Pencils and Pens

- Pencils are to be used for all written work in all year groups until a child can join their writing in a well formed, cursive style as determined by the handwriting policy.
- Children will progress to using a pen when they have achieved their Pen Licence.

Rubbers

- Reception children are not allowed to use rubbers.
- KS1 and KS2 children can use rubbers at the teacher's discretion.
- Children are not to use Tippex or eraser pens to correct their work.

SPECIFIC SUBJECTS

Mathematics

- All work in maths to be recorded in pencil.
- ALL lines should be drawn with a ruler, this includes answer lines for vertical calculations, tables, graphs and all straight sided shapes.
- For those children using squared pages, each digit should be written in a separate box to assist with understanding place value.
- Any corrections should be written out again as a new calculation, rather than being altered on the original calculation.

Science

- Rulers must be used for any diagrams that need straight sides represented.
- All diagrams and lines to label parts must be drawn in pencil but written labels can be written in ink if appropriate.
- Any colouring should be done using colouring pencils.

History / Geography /R.E.

- All diagrams and maps should be drawn in pencil.
- Only colouring pencils to be used.

Appendix A

Examples of Presentation steps – To be discussed with the children and can be displayed in all classrooms.

For every new piece of work:

- Make sure that the last piece of work is finished off or space left to finish it.
- Make sure there is a date, which is underlined with a ruler
- Make sure that the title is underlined, with a ruler.

Things to think about:

- Make sure I haven't missed out a page
- Fill up the whole page if possible
- Use a ruler and pencil when drawing straight lines
- Always use colouring pencil to colour in

Presentation Guide EYFS

- I will have a title at the top of the page where relevant (printed stickers may be used).
- I will start a new work on the next clean page.
- I will use the correct pencil.
- I will draw one line through any mistakes or adult will rub out. I will not draw on the front of my book.

Presentation Guide Key Stage 1 and Key Stage 2

- I will make sure my writing is neat with correctly formed letters
- I will make sure that the date is on the left hand side at the top of my work.
- I will make sure I have a title at the top of the page if relevant.
- I will make sure that I underline things with a ruler.
- I will make sure I do not miss out any pages in my book.
- I will make sure that any mistakes have one neat line through them.
- I will make sure that my writing sits correctly on the lines in my book.
- I will make sure that my writing starts at the margin on each line.
- I will make sure I use a sharp writing pencil in my books unless I have been given a pen licence.
- I will make sure that I do not doodle in any part of the book.