

St. Peter's CE Primary Academy

Handwriting and Presentation Policy



St. Peter's C of E Primary Academy

Executive Principal: Sarah Cockshott

Head of School: James Dean

Chair of Local Academy Committee: Michelle Painter

Starting afresh each day

At school we believe each new day is a new start. Therefore, each new piece of work will be started on a new page. This also allows teachers to have space for quality marking and feedback and the completion of **Fix It** tasks to be on the same page as the piece of work/skill being up-levelled. This will be denoted by orange highlighters for editing.

Handwriting expectations

- Children across the school must be taught the difference between printed and cursive writing. In EYFS this will be through modelling of cursive writing through teacher's comments as well as direct teaching during phonics sessions.
- From Term 2 Year One will focus on correct letter formation and cursive will be modelled and taught when teaching digraphs and tri-graphs.
- Most children will be using cursive writing by the end of Year Two. The cursive style should be insisted upon in all subjects where written work is entered into books or a final copy displayed.
- Children who do not meet the required standard of presentation may be asked to repeat work at playtimes.
- All adults within school should model good handwriting whether writing on boards, working with small groups or marking work.
- A copy of the presentation rules will be in the front of pupil's workbooks so they can be referred to regularly.

Writing tools

- Children in EYFS should be encouraged to use a wide range of writing tools including chalks, pencils, crayons, whiteboard pens etc.
- Children in EYFS must be taught the correct grip for pens and pencils so they are physically ready for cursive writing in Year 1.
- By the end of Year 3 most children will be using pen which will be provided by school. This will be monitored to evaluate impact. We will reassess the use of pen June 2019.
- Erasers are discouraged. Instead children should cross out mistake with a single, horizontal line using a ruler.
- For final pieces/display pieces erasers can be used.

Pen Licenses

- Pen Licenses can be removed if the child does not show consistently high presentation in 3 pieces of work.

Literacy (and written subjects such as Science, History etc.)

- Children should write the long date, including the year on the top line of the page. Writing should start next to the margin on the left hand side. The date must be underlined with a ruler.
- A one line gap must be left between the date and the Learning Objective. (LO will be typed for pupils who require this support.)
- Learning Objectives should start with LO: and then continue to show the skill be taught during the session.
- Numbered points should be written in the margin followed by a bracket. e.g. 1)
- Bullet points should be to the right of the margin. Pupils should be encouraged to draw a faint, vertical line with a ruler to ensure bullet points are lined up correctly.
- Any worksheets must be stuck in with the LO on display to ensure clarity of work.

Numeracy

- Children should write one digit in each square of the Numeracy book but words should flow across squares. (Not one letter in each square.)
- 3 whole square margin in numeracy books
- The short date should be written at the top, left hand side of the page and underlined with a ruler. The date will be separated with dots rather than dashes e.g. 03.09.18
- A one line gap must be left between the date and the Learning Objective.
- Learning Objectives should start with LO: and then continue to show the skill be taught during the session. (LO will be typed for pupils who require this support.)
- Questions should be clearly numbered with the number in a circle that fits into the squares set out in the child's book.
- Where jottings are required for skills such as worded problems the question should be clearly written with relevant jottings underneath it to show the child's thought process. The answer should be clearly written next to the question.
- Children should use pencil for Numeracy activities.

Handwriting Scheme

In order for pupils to express themselves freely in writing they must be systematically taught cursive writing. By the time a child reaches Lower Key Stage Two this style should have become automatic. If we can achieve this, then we have provided children with the platform for true freedom of expression in writing.

To ensure consistency across the school teachers must use the Letter Join Scheme.

This policy will be reviewed in May 2019.
It will be monitored by SLT and the Governing Body.