

HANDWRITING AND PRESENTATION

Aims:

- To encourage children's sense of pride in their recording and so form a positive attitude towards all their work through promoting excellent presentation.
- To ensure that children acquire a clear, fluent, joined, legible and individual style.
- To promote consistency of handwriting and presentation across the school and in all areas of the curriculum.
- To teach children the importance of clear and neat presentation in order to communicate their meaning effectively

Handwriting

Formal Handwriting is taught using careful progression from prewriting patterns to the development of an individual style. The structured programme includes letter formation, basic joins, printing, penmanship, speed writing and sloping.

In Foundation Stage, children will be taught to use a pencil and hold it effectively to form recognisable letters most of which are correctly formed.

Children will also be given tasks to improve their manual dexterity and gross-motor skills which will give them better control over their hands and fingers in preparation for writing.

In KS1, children will be taught:

- How to hold a pencil/pen/writing implement effectively
- To write from left to right and top to bottom of a page
- To start and finish letters correctly
- To finish letters with exit strokes
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower and upper case letters

In KS2, children will be taught using the New Syllabus Handwriting scheme and will progress throughout the four years practising:

- To begin to use cursive writing from Year 3.
- To write legibly in both joined and printed styles, with increasing fluency and speed.
- To use different forms of handwriting for different purposes e.g. print for labelling maps and diagrams, a clear, neat hand for finished work, a faster script for notes.
- From Year 6 onwards, to be given the opportunity to write using pen if their writing is deemed neat and tidy enough.

In the Secondary School, children will continue to use their handwriting skills to prepare longer pieces of writing culminating in formal essay writing.

Presentation

Teachers will ensure;

- That children are encouraged to take a pride in the presentation of their work
- That children have the appropriate materials to achieve their best presentation
- That they provide a variety of opportunities for children to share their work with different audiences
- That children look after their work, label all their books neatly and keep them all clean and tidy

In English, Humanities and Languages:

- Write neatly and carefully in pencil (Primary) or blue ink (Y6 and above)
- Write the date in the long format (e.g. Thursday 24th March) on the right hand side of the top line. Underline using a ruler. Leave a line.
- Write the WALT, Learning Objective or Title of the lesson in the centre of the line. Underline with a ruler.
- Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch.
- To begin a new paragraph in written work, go to the next line and indent by about 2cm.
- Question numbers should be written in the margin.

In Science:

- Write neatly and carefully in pencil (Primary) or blue ink (Y6 and above)
- Write the date in the short format (e.g. 24/3/2013) on the right hand side of the top line. Underline using a ruler. Leave a line.
- Write the WALT, Learning Objective or Title of the lesson in the centre of the line. Underline with a ruler.
- Drawings or diagrams must be done in pencil and straight lines drawn with a ruler unless it is intended to be a rough sketch.
- Lines for labels in diagrams should be in pencil.

In Maths:

- Always record in pencil.
- Write the date in the short format (e.g. 24/3/2013) on the right hand side of the top line. Underline using a ruler. Leave a line.
- Write the WALT, Learning Objective or Title of the lesson in the centre of the line. Underline with a ruler.
- If working from a textbook, write the title of the book and page number in the left hand corner of your book on the top line.
- All lines and drawings must be done in pencil and using a ruler where appropriate.
- Each digit should be written in a separate square. Words should be written normally i.e. not one letter in each square. Units of measurement need only one square.

Communication

It is important to the success of the policy that all teachers familiarize themselves with this document. The handwriting and presentation policy needs to be shared and communicated to the children of the school and should be visually displayed in all classrooms.