

DUNNINGTON CE PRIMARY SCHOOL



HANDWRITING AND PRESENTATION POLICY

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| Date of Policy: | April 2021 |
| Date of Review: | April 2024 |
| Member(s) of staff responsible: | Caroline Hancy |
| Governor(s) responsible: | FGB |
| Signature of Chair of Governors: | |
| Date: | 05.05.2021 |



*Growing and learning together and aiming to be the best that we can be,
in an environment based on Christian values.'*

Handwriting and Presentation Policy

Aims and Objectives

- To establish high expectations and pride in everything we do - both of ourselves and of the children.
- To create a clear and consistent set of guidelines for the presentation of children's learning.
- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.

Expectations for Teaching Staff

Teachers are the most important role model for presentation and high expectations! They use the resources available e.g. on the IWB - lines, grids to model good practice.

- All handwriting which is on display for the children - on the interactive whiteboard, books, flip charts, display - should be joined from Y1 onwards, legible and correctly formed following the school's agreed handwriting scheme.
- All loose sheets stuck in books should be straight and cut to size.

Expectations for Children

Use of pencils and pens:

- Key Stage 1 complete all work in pencil.
- Children in Year 2 who have mastered joined up writing may move onto pen in the summer term.
- Pens should be used for written work as soon as possible from Year 3 onwards at the point where the teacher judges the child's handwriting to be sufficiently neat and fluent.
- In Key Stage 2, handwriting pens should be used for all written work and pencils for writing numbers in maths work.
- All diagrams, charts and lines should be drawn in pencil using a ruler.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

Expectations for Handwriting

- Handwriting is taught as a discrete lesson across the week. Typically, this will be for 30 minutes each week.
- Outside of the handwriting lesson, teacher will reinforce handwriting expectations in all other curriculum areas and model correct letter formation.
- It is expected that children's handwriting has a guide of 7+ words per line, teachers should guide pupils towards appropriate style, spacing and size.

Mistakes and Errors

- Children must draw **one neat line** through the mistake and start again, they must not over-write or cross out.

Every lesson counts. Every interaction matters. Every day is vital.



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Expectations for Layout

Key Stage 1:

Children in Year 1 write their name and surname on the top line. Once children have mastered this skill, this will not be necessary.

- The date is written on the next line.
- The next line is left empty.
- The title is written on the next line. Teachers will need to guide children on how to fit this onto one line.
- The next line is left empty.
- Differentiated learning objectives should then be glued in or written across the next line.
- The next line under the LO is left empty and writing should start from the margin. In Literacy and Big Write books, children should write on alternate lines for editing and improving purposes.
- Y2 children are expected to underline the date and title. Year 1 children will be introduced to underlining skills across the year.

Key Stage 2:

- The date is written on the top line.
- The next line is left empty.
- The title is written in the centre of the next line. Teachers will need to guide children on how to fit this onto one line. The date and title must be underlined using a ruler.
- The next line is left empty.
- Differentiated learning objectives should then be glued in or written across the next line.
- The next line under the LO is left empty and writing should start from the margin. In Literacy and Big Write books, children should write on alternate lines for editing and improving purposes.
- Children leave two lines between each paragraph.
- Only question numbers should be written in the margin, followed by . not)
- When beginning a new piece of work, pupils should rule across the whole page neatly in pencil.
- The general rule on whether to start a new page or not will be the 'past half way' rule. If the previous work fills half a page or just past half a page then use this same page for work. If the previous work runs towards $\frac{3}{4}$ of a page then there will not be sufficient room to start a new piece of work. This will help save paper but also avoid children running out of space to start their work once they have written the date and title.



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Layout in Mathematics

- Pages should be folded in half vertically to help children set out their work.
- All work should be set out across the page from left to right- not vertically, ruling off after each question.
- All work should be completed in pencil.
- All lines must be drawn with a ruler- this is a major teaching skill and many pupils will need practice.
- The short date and the differentiated LO should be glued in or written and underlined.
- Short dates must be written in the format dd/mm/yy
- All digits must be written neatly and clearly with one digit fitting inside each square.
- Each calculation must be clearly numbered with the number in the margin to distinguish it from working figures. There should be at least one clear square between each calculation, both horizontally and vertically.
- When using the column method, the answer line should be ruled in pencil and the operation sign set out to the left of the column.

Monitoring of Presentation Policy

The Senior Leadership Team and Subject Leaders will collect examples of children's work on a regular basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.