

Handwriting and Presentation Policy

The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. We aim for quality in presentation of work to have direct impact on pupils' skills and the pride they take in their work. Presentation of work is an important aspect of children's learning.

Aims:

- A whole school approach to the learning and teaching of handwriting and a consistency in the presentation of work
- Children are taught to write clearly and legibly in both joined up and printed styles.
- Children understand and value the need for high quality presentation and handwriting
- Children learn consistency in the format of their presentation
- That the children can write in fibre tip and other inks by the end of year 6
- That the children be made aware of the necessity of having more than one style of handwriting for different purposes
- That the children have experience of dictation before they leave year 6
- To support the teaching of spelling (graphical link)

Application

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations would be a barrier to their progress) e.g. a child with physical difficulties in writing).

Staff will ensure that presentation of work is actively taught. It should be a main focus at the start of each academic year and then referred to periodically throughout the year. Where possible, all staff should ensure that presentation is celebrated through displaying work with a high standard of presentation. Handwriting which is displayed for the children (on the interactive whiteboards, books and displays) should be joined, legible, consistently formed and neat.

- Ensuring all children's work is marked using the agreed marking policy
- Sticking work/labels/headings in books to ensure they are straight and cut to size.
- Paper stuck into books should not protrude
- Celebrating work with a high standard of presentation in whole class situations
- Ensure good presentation is rewarded in line with whole school behaviour policy
- Sharing of good work in whole school collective worship

Teaching handwriting in line with the handwriting policy on a regular basis. The focus of lessons will be correct letter formation and cursive handwriting. Children will need to be taught how to write in a cursive style

- Only colouring pencils will be used in exercise books. Felt pens will only be used on sheets of paper

- Children will be expected and taught how to use a ruler to draw lines, including underlying diagrams, labelling and crossing out.
- Children will be taught how to use guidelines of writing on lined paper

Handwriting

- Staff will emphasis correct letter formation through regular teaching of handwriting (separate sessions equivalent to 1 hour per week)
- In year 2 upwards correct letter formation will be reinforced through all other work
- Handwriting books to be used for taught sessions
- Attached handwriting style to be taught
- Avoid joining r and q to ensure clarity
- If children have developed a clear, legible style of their own, that is Ok but they will still be taught the agreed style in handwriting lessons.

Indicating Errors

- Children will indicate an error with one neat line through their mistake and rewriting.
- Children will need to be taught how to do this
- Rubbers will be used at the teacher's discretion but not for pupils' errors in learning

Dating Work

- The date should be written before the learning objective
- The date needs to be written on EVERY piece of work
- The date is to be written on the top left
- In maths the short date is used , e.g. 14/09/16
- In all English work the children will write the day, date and month.
- In topic work the full date will be written when able
- Adults to write for those who have additional needs.

Learning Objectives

- To be clearly stated for each piece of work underneath the date
- Objective written by child or adult and copied from whiteboard
- Learning objective can be printed on a sticker and stuck in book to save time

Care of Books

- Children will NOT doodle on pages or on the covers of their books.
- Labelling of books will be consistent in approach with child's full name and subject printed onto a label
- Any work stuck into a book should not extend beyond the edge of the book
- Work that is larger than the book should either be filed separately or folded so that it can be easily accessed in the book.

Monitoring

Presentation will be monitored by school leaders on a regular basis through:

- Work scrutinies/learning walks
- Reviews of standards across school/year groups
- Lesson observations
- Pupil interviews

Outcomes of policy

- Children of all abilities are able to present their work to the highest possible standard increasing their self-confidence and self-esteem
- There is consistency across school in terms of the standard of presentation expected
- Progression in presenting work between each class is evident and understood by all children and adults

Reviewed at whole school staff meeting 5/9/16	
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