



St John's
CE Primary School

Presentation & Handwriting Policy

Rationale

The purpose of this policy is to ensure that children at St John's receive consistent messages about expectations in relation to presentation of work and handwriting. Consistently high standards of presentation and handwriting are expected across all subjects. This policy should be read in conjunction with the Teaching & Learning Policy and Feedback Policy.

Aims

In setting a high standard of expectation for the children in their work, and encouraging a sense of pride, children will understand that presentation is an

important aspect. Staff will ensure that presentation of work and handwriting is actively taught and will remain a focus throughout the year. Our intention is to make handwriting an automatic process that does not interfere with creative and mental thinking.

Guidelines

Staff should take the time to make expectations extremely clear to the children at the start of each term and provide feedback and reminders throughout the year. Below standard presentation should be addressed consistently and swiftly. During their time at St John's, pupils will understand the importance of neat presentation and the need for different letterforms (cursive, printed or capital letters) to help communicate meaning clearly. Teachers should consistently model good habits.

Exercise Books

- Stickers with school logo, child's name, year group and subject will be used on the front cover of all exercise books.
- At the start of each unit of work, a unit cover showing title and objectives for the unit of work should be neatly stuck in the book.
- Children should not doodle or draw pictures unless they are clear illustrations relating to the work done that lesson. All drawings and diagrams should be in pencil.
- Pencils for drawing and writing must be sharp. If pen is used for writing, it must be a school blue pen.
- A purple pen is used by all children from Year 2 upwards for pupil marking, editing work and correcting errors.
- One single neat line is used to cross out mistakes (ideally using a ruler).
- Absolutely no writing on covers or on the inside covers of books.
- Highlighters should only be used for the purpose of highlighting-a skill that the children must be taught, particularly in reading comprehension.
- Title should be neatly written and underlined where applicable (NO learning objectives).
- Date should be written and underlined on every piece of work.
Long date in English books, short date in all other books.

Handwriting

Children need to develop a neat, legible, speedy handwriting style using continuous cursive letters, which leads to producing letters and words automatically in independent writing. **This will aid cognitive load during lessons.** We use Letter-Join's on-line handwriting resource and Lesson Planners as the basis of our handwriting as it covers all the requirements of the National Curriculum. Handwriting is a basic skill that influences the quality of work throughout the curriculum. By the end of Key Stage 2 all pupils should have the ability to produce fluent, legible and, eventually, speedy joined-up handwriting.

All teaching staff are encouraged to model the printed or cursive style of handwriting chosen for each year group in our school in all their handwriting, whether on whiteboards, displays or in pupils' books.

Pupils should experience coherence and continuity in the learning and teaching of handwriting across all school years and be encouraged to take pride in the presentation of their work. Handwriting is a cross-curricular task and will be taken into consideration during all lessons. Formal teaching of handwriting will be carried out weekly and systematically to ensure Key Stage targets are met. For children who experience handwriting difficulties due to fine motor development, including those who are left-handed and those with special educational needs, the appropriate additional support will be put into place. Letter-join's Lesson Planners all include additional activities for extra practice/challenge.

For our youngest pupils we teach short handwriting lessons daily, which will include the following:

- enhancing gross motor skills such as air-writing, pattern-making and physical activities
- exercises to develop fine motor skills such as mark-making on paper, whiteboards, sensory trays, iPads, tablets, etc.
- becoming familiar with letter shapes, their sounds, formation and vocabulary
- correct sitting position and pencil grip for handwriting

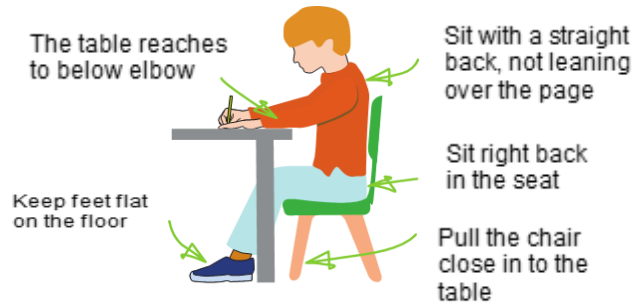
Teaching progresses in KS1 from five short, to three longer lessons per week:

- continuing with gross and fine motor skills exercises
- strengthening handwriting, learning and practice
- numerals, capitals and printed letters; where and when to use, learning and practice.

Handwriting lessons will continue twice a week in Key Stage 2. Longer handwriting lesson activities will go at the back of English books, whereas daily practice will consist of one line of handwriting at the top of each piece of work as part of the English lesson.

Correct posture and pencil grip for handwriting

Pupils should be taught to sit correctly at a table, holding a pencil comfortably and correctly.

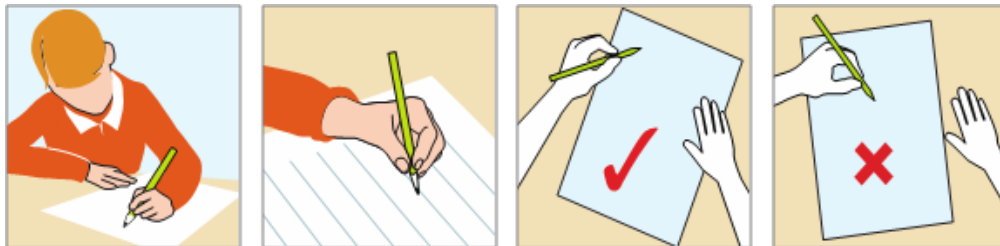


LEFT-HANDED CHILDREN

Left-handed children may find it difficult to follow the movements of right-handed teachers as they model letter formation (and vice versa). Teachers should demonstrate to left-handers on an individual or group basis.

- Left-handed pupils should sit to the left of a right-handed child so that they are not competing for space.
- Pupils should position the paper/book to their left side and slanted, as shown.
- Pencils should not be held too close to the point as this can interrupt pupils' line of vision.

Paper position for left-handed children.



Extra practice with left-to-right exercises may be necessary before pupils write left-to-right automatically. **Table arrangements and seating partners also need to be considered so that children who write with their left hand are not sitting to the right of someone who writes with their right hand.**

The Tripod Pencil Grip

Both right and left handed children should be encouraged to use the tripod grip which allows the pen/pencil to be held securely whilst allowing controlled movements of the pen/pencil nib. We use the Tripod Grip Rhyme:

Right-handed pencil grip



Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.

Left-handed pencil grip



Point away the pencil,



Pinch it near the tip,



Lift it off the table,



Spin it round...



and grip.

Review date: Summer 2025

Next review: Summer 2028