

Lakeside Primary School



Handwriting and Presentation Policy

Policy Status and Review

Date:	Feb 2026
Review Date:	Feb 2028
Signed by Governor:	 Neil Rose
Date Signed:	10/02/2026

Handwriting and Presentation Policy

At Lakeside Primary School, we believe that clear, fluent handwriting and high standards of presentation are essential life skills. They support children in communicating their ideas effectively, developing confidence as learners, and accessing the full curriculum. We recognise that handwriting is a tool for learning and aim to ensure it becomes automatic, comfortable, and purposeful for all pupils.

Aims

This policy aims to:

- Enable children to take **pride and ownership** in their written work.
 - Establish **good handwriting and presentation habits** that support learning throughout school and beyond.
 - Ensure **consistency of approach and expectations** across all year groups.
 - Support all pupils, including those with **Special Educational Needs (SEN)**, to achieve their personal best.
 - Align handwriting and presentation practice explicitly with the **EYFS Framework**, the **National Curriculum**, and **End of Key Stage 2 expectations**.
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Curriculum and Statutory Alignment

This policy is informed by and aligned with:

- The **Statutory Framework for the Early Years Foundation Stage**, particularly Physical Development and Writing.
 - The **National Curriculum for English**, which requires pupils to write legibly, fluently, and with increasing speed by:
 - Forming letters correctly
 - Using appropriate spacing
 - Using joined handwriting by the end of Key Stage 2
 - **End of Key Stage 2 expectations**, which require pupils to produce legible, fluent, joined handwriting when appropriate.
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Handwriting Scheme and Teaching Approach

Handwriting Scheme

- **Kinetic Letters** is the agreed handwriting scheme at Lakeside Primary School.
- The scheme is introduced in **Reception** and followed consistently throughout the school.

Teaching Frequency

- Handwriting is taught in **three dedicated sessions per week**.
 - Skills are **revisited and reinforced across all areas of the curriculum**, including extended writing opportunities.
 - **Number formation** is taught explicitly and consistently alongside handwriting.
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Progression of Handwriting Skills

Early Years Foundation Stage (EYFS)

In EYFS, the focus is on building secure foundations:

- Developing a correct **pencil grip**.
- Securing accurate **letter formation** using Kinetic Letters.
- Developing fine and gross motor skills.
- Encouraging correct **posture and sitting positions**.
- Supporting physical development to enable early writing.

Key Stage 1 (KS1)

In KS1, children build on EYFS foundations by:

- Reinforcing correct **letter formation**.
- Developing understanding and control of **ascenders and descenders**.
- Establishing consistent **letter size, spacing, and alignment**.
- Increasing stamina and fluency.

Key Stage 2 (KS2)

In KS2, handwriting teaching focuses on:

- Continued reinforcement of accurate **letter formation**.
- Consistent control of **ascenders, descenders, and letter size**.
- Systematic teaching of **joined handwriting** when children are ready.
- Developing speed, stamina, and fluency while maintaining legibility.

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By the **end of Year 6**, children are expected to:

- Write **legibly, fluently, and using joined handwriting**.
 - Apply handwriting consistently across subjects.
 - **Select the most appropriate handwriting approach** for purpose and audience (e.g. joined handwriting for final pieces; alternative approaches for drafts, research, or rapid note-taking).
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Physical Development and Core Strength

We recognise the strong link between physical development and handwriting. To support this:

- Core strength is developed through targeted activities and exercises.
 - Teachers promote correct **sitting positions and posture** during writing.
 - Fine and gross motor activities are embedded, particularly in EYFS and KS1.
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Presentation Expectations

Date and Learning Objective (LO)

- In **EYFS and KS1**, the date and learning objective are provided on **stickers**.
- In **KS2**, children write the date and learning objective independently.
- The **long date** is written in **English books**.
- The **short date** is written in **Mathematics books**.

Writing Tools

- Children write in **pencil until Year 4**.
- From **Year 4 onwards**, children may earn the use of a **pen**.
- If handwriting or presentation standards decline, the pen may be **temporarily removed following a discussion with the child**, until standards improve.
- In **KS1 and KS2**, children may use **rubbers with supervision or at the teacher's discretion**.
- **Correction fluid and eraser pens are not permitted**.

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Editing and Polishing

- **Purple pen** is used for polishing and improving work.
- Errors are corrected by crossing out neatly with a **single line using a ruler and pencil**.

Mathematics Presentation

- When using **centimetre squared (cm²) paper**, children write **one numeral per square**.
- Clear alignment and spacing are expected to support accuracy.

Books and Resources

- All books have labels displaying the **subject, child's name, and class name**, stuck neatly on the **front cover**.
 - **Photocopied sheets** are trimmed by staff before being:
 - Stuck neatly into books, or
 - Folded appropriately and neatly into books.
 - Children are **not permitted to doodle on book covers**.
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Inclusion and SEN

- We recognise that children develop handwriting skills at different rates.
 - Teaching approaches, resources, and expectations are **adapted to meet SEN needs**.
 - Support may include additional practice, alternative equipment, or modified outcomes.
 - All pupils are encouraged to make progress from their individual starting points.
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Assessment, Monitoring, and Review

- Handwriting and presentation are monitored regularly through everyday classroom practice.
 - Expectations increase progressively in line with year-group objectives.
 - This policy will be reviewed periodically to ensure it reflects best practice and meets the needs of all pupils.
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Handwriting and Presentation Policy

At Lakeside Primary School, we value handwriting and presentation as key components of learning. Through consistent teaching, high expectations, and supportive practice, we aim to equip children with confidence, pride, and skills that will serve them throughout their education and beyond.

A signed copy of this document is available from the school office.

Reviewed annually.

Version	Date Approved	Changes	Reasons for Alterations
1		New policy	New policy