


Lakeside Primary School



Handwriting and Presentation Policy

Policy Status and Review

Date:	Sept 2023
Review Date:	Sept 2025
Signed by Chair of Governors:	
Date Signed:	19.09.2023

Mercia Primary Academy Trust

Lakeside Primary School

Handwriting and Presentation Policy

Policy Statement

At MPAT we believe it is important to instil a sense of pride in the children, which in turn should be reflected in the presentation of their work. We believe that by setting the children high expectations it will encourage them to work towards self-improvement and reach their potential in standards of achievement.

We aim to;

- Set high standards of expectation from the children in the presentation of their work.
- Instil in the children a sense of pride in their work by making explicit, acceptable standards of presentation in their work.
- Help children to realise that presentation is not more important than the content of their work, but that it is an important aspect of their work.
- Offer the children through both oral and written comments, a caring, supportive atmosphere within which they can be guided to improving their presentation and reach their full potential.

In order to have progression and continuity in the presentation of work it is essential there is a mutually developed policy. Therefore the following guidelines have been compiled in order to support the children in the presentation of their work at our school.

Handwriting

Pupils will be taught continuous cursive handwriting following LetterJoin.

During Nursery, pupils are taught:

- To draw lines and circles using gross motor movements.
- Use one handed tools and equipment.
- Hold pencil between thumb and fingers; no longer using whole hand grasp (pincer grip).
- Hold pencil near point between first two fingers and thumb and use it with good control.
- To copy some letters.

During Reception, pupils are taught to:

- To use clearly identifiable letters to communicate meaning
- That letters are formed in a certain way.
- Show a preference for a dominant hand.
- Use anticlockwise movements and retrace vertical lines.

- Beginning to form recognisable letters
- Use a pencil and hold it effectively to form recognisable letters, most of which are correctly formed.

During Year 1, pupils are taught to:

- Sit correctly at a table, holding a pencil comfortably and correctly.
- Begin to form lower-case letters in the correct direction, starting and finishing in the right place.
- Form capital letters.
- Form digits 0-9.
- Understand which letters belong to which handwriting families, (i.e. letters that are formed in similar ways) and to practise these.

During Year 2, pupils are taught to:

- Form lower-case letters of the correct size relative to one another.
- Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left un-joined.
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters.
- Use spacing between words that reflects the size of the letters.

During LKS2 (Year 3 and 4), pupils are taught to:

- Recap writing capital letters and digits of the correct size, orientation and relationship to one another and to lower-case letters.
- Use spacing between words that reflects the size of the letters
- Use the diagonal and horizontal strokes that are needed to join letters.
- Handwriting is legible and consistent; lines of writing are spaced sufficiently so that ascenders and descenders of letters do not touch.

During UKS2 (Year 5 and 6), pupils are taught to:

- Choose the style of handwriting to use when given a choice, or best suited for a specific task
- Write fluently, legibly and with increasing speed; **choosing** which letters are best to join.

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.

Presentation

EYFS

- During EYFS, pupils will have the date and LO stuck into all of their books.

KS1

- During KS1, pupils will have the date and LO stuck into all of their books.
- Pupils should start a new piece of work on a new page in order to distinguish lessons.
- By the end of Year 1, all children are expected to have an A4 English book with a pre-drawn margin.
- In Maths, if children are using cm squared paper – one numeral to be put in each square.
- When appropriate, corrections should be written out again and completed during morning tasks/purple pen time.

KS2

- During KS2, the children will be taught to write the long date in English, short in Maths.
- Pupils should start a new piece of work on a new page in order to distinguish lessons.
- For number and calculation work, KS2 pupils should fold the page in their maths books.
- One numeral in each square.
- When appropriate, corrections should be written out again and completed during morning tasks/purple pen time.

Equipment

Pencils and Pens

- All children will complete written work in pencil.
- At the beginning of Year 4, all pupils will complete their written work in blue pen. A pen can be taken off a pupil if their presentation is poor. This will be done in discussion with the pupil.
- In Maths, children should always work in pencil unless otherwise directed by the teacher or when using purple pen.
- Pupils should be discouraged from writing with a blunt pencil.

Rulers

- Rulers need to be used when underlining or crossing out work.

Rubbers

- EYFS children are supervised when using rubbers.
- KS1 and KS2 children can use rubbers with supervision or at the teacher's discretion.
- Children are not to use correction fluid or eraser pens to correct their work.

General guidelines EYFS/KS1/KS2

- At Lakeside, labels displaying the subject, child's names and class name should be stuck on to the front of every book.
- All work [except for work in books] should have the child's name on it.
- Photocopied sheets are trimmed by staff before being stuck neatly into books or folded appropriately and neatly into the books.
- Children are not allowed to doodle on their book covers.
- Incorrect work should have a straight line drawn through it using a pencil and a ruler **(KS1/KS2)**.
- Work that is incomplete or deemed to be poorly presented by the teacher, will be discussed with the pupil during purple pen time and an appropriate action will be taken. **(KS1/KS2)**.
- Doodling is not permitted in or on exercise books

Date: September 2023
Review Date: September 2026

Version Control

Version	Date Approved	Changes	Reasons for Alterations
V1	19.09.2023		