



**North Park Primary School**  
**Handwriting and Presentation**  
**Policy**

Reviewed  
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# North Park Primary School

## Handwriting and Presentation Policy

### Introduction

When communicating ideas it is important to use a presentation and handwriting style that is neat and legible. The importance of neat presentation and handwriting cannot be underestimated. It is vital that children can set out work neatly and write quickly, comfortably and legibly – a skill needed in many curriculum areas. Children's self-esteem is heightened when they can take pride in their presentation and handwriting.

### Aims

- To develop a joined, confident handwriting style that is clear, legible and fluent.
- To instil a positive attitude towards handwriting
- To present work in a neat and orderly fashion appropriate to the task

### Provision

- Handwriting and expected standards of presentation should be taught as a whole class activity. Some additional lessons at the beginning of a term may be necessary, but regular half an hour of handwriting lessons on a weekly basis should be a minimum guideline.
- The Collins Handwriting Scheme will be followed in school. This consists of worksheets and books.
- Intensive teaching is recommended at the start of each school year to clarify expectations, with further reinforcement in weekly lessons.
- Teachers and support staff should act as a role model when writing and presenting work, or marking, using a fluent joined style when appropriate.
- Displayed work should also model expectations for handwriting and presentation.
- Attention to posture and seating arrangements is important. Children who are left-handed face some challenges and should either sit next to each other or on the left side of a right-hander to avoid bumping arms.
- Children who display specific difficulty with handwriting will have this addressed through interventions e.g. slanted writing boards, rubber pencil grips, and alternative writing media. Individual cases may be referred to the SENCo where necessary, for referral for additional support and guidance.

### Expectations

It is important to ensure consistency towards presentation and handwriting across the school.

Handwriting will be taught using the whole school scheme. Handwriting books will be used to help develop letter formation and size. Further practice should be done using exercise books across a range of subjects.

Staff should focus on the following guidelines to ensure consistency, taking into account age and ability of children where necessary.

## **General guidance**

- All work should be dated. Dates will be underlined
  - Worksheets and maths books – short date – e.g. 23.11.10
  - Exercise books - Monday 23<sup>rd</sup> November 2010
- All work should have a title related to the LI (learning Intention) and skills. This will be written on the line below the date.
- Work will be written in blue pen.
- A line will be missed to show a break in paragraphs.
- Pencil will be used for all drawings and diagrams and for work in maths books. Diagrams will be labelled in print.
- Mistakes will be crossed out with a straight line (ruler)
- Teacher handwriting will reflect the school style in books, on whiteboards and on displays
- In maths books children will be taught to write one digit in one square. Squares will decrease in size as children progress through school.
- Editing and alterations in response to marking and feedback will be done in coloured polishing pens.

## **EYFS and KS1**

- In the EYFS a range of writing and mark making equipment will be used to develop early writing skills, on both large and small scale.
- Initial mark making will be encouraged then children will be taught to write from left to right, starting at the side of the page or margin and resting letters on lines.
- Children will write in pencil.
- Work will be dated with a title. This may be stuck in or written by an adult initially but children should be encouraged to try to write their own date and title when appropriate and by the end of Year 2.

## **KS2**

- Pen licences will be given in Year 3 when children demonstrate the ability to write fluently and legibly. All children will be using pen in Year 4.
- Children can work in pencil in maths books and when producing notes. Pen should be used for joined handwriting.
- Children write from the edge of the page or margin
- Titles should be written on the line below the date, and be underlined.
- A line should be missed after the title before starting work.
- Mistakes should be crossed out with one line. Rubbers may be used when producing final drafts or 'best work'.

## **Marking**

- Teacher handwriting and presentation in all comments should reflect school policy.
- Comments about handwriting should be added at the end of pieces of work, if this is part of the lesson focus, as well as guidance on how to improve, e.g. additional letters/joins etc to practice.
- See Marking Policy for specific marking guidance

## **Displays**

- Children's handwriting should regularly form part of displays and children should be encouraged to redraft work for display purposes.
- Any written work displayed should be of the highest standard that individuals can manage.

- Any handwritten signs etc should reflect the school's handwriting policy.
- Children can be introduced to a range of fonts and styles through displayed work.

### **Books**

- Children should be expected to keep books well presented. They should not 'doodle' on covers or pages.
- Where necessary, worksheets should be trimmed to fit inside of books before being stuck in.

### **Homework**

- Handwriting tasks can be given as part of regular homework.
- Parents will be encouraged to support the school's handwriting and presentation policy and to encourage children to produce work of a high standard.
- Homework guidelines will include information on presentation and handwriting.
- Children should be expected to take the same care with homework as they do with class books, and the same standards will be expected.

### **Assessment**

- Teachers assess handwriting and presentation as part of their normal writing assessments.
- Assessments will be used to inform future planning and target setting.
- At the end of the Year 2 and Year 6 handwriting is assessed as part of national SATs. Examples of handwriting can be found in SAT guidance documents.

### **Monitoring**

- Presentation and handwriting will be monitored regularly by the senior management team.
- The English subject leader will report on handwriting and presentation as part of the annual subject audit, and set targets as part of the whole school action plan, if necessary.
- The governors will monitor the policy and guidelines and review these regularly.
- Monitoring will be done through lesson observation, work scrutiny, sampling and moderation of pupil writing, data analysis, monitoring of planning.