



Handwriting & Presentation Policy

The ability to write fluently and legibly gives children a means to communicate their thoughts and ideas efficiently. Cursive handwriting helps children to learn and remember spelling patterns.

Jan, 2015
v1.0

POLICY FOR HANDWRITING AND PRESENTATION

INTRODUCTION

At Harrow Primary we believe that neat, well-formed handwriting and presentation of written work helps to raise standards as the pupils take pride in and have a sense of ownership of their work. As a school we adopt the cursive method of handwriting.

AIMS AND OBJECTIVES

- To raise standards in writing across the school.
- To have a consistent approach across both Key Stage One and Two when teaching handwriting and presentation of work throughout the school.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.

FOR PUPILS TO:

- Achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Develop flow and speed whilst writing, so that eventually the children are able to write the letters with confidence and correct orientation.

STRATEGY FOR IMPLEMENTATION

ENTITLEMENT AND CURRICULUM PROVISION

Handwriting is to be taught regularly through short, focused sessions and may be linked with spelling, grammar or phonics objectives. Teaching generally occurs outside English lessons, although shared and guided writing also provides additional opportunities for the modelling and monitoring of handwriting.

TEACHING AND LEARNING

Handwriting is a skill which needs to be taught explicitly. Since handwriting is essentially a movement skill, correct modelling of the agreed style by the teacher is very important; it is not sufficient to require pupils to copy models from a published scheme or worksheet.

THE ROLE OF THE TEACHER:

- To follow the school policy to help each child develop legible and fluent handwriting.
- To provide direct teaching and accurate modelling.
- To provide resources and an environment which promotes good handwriting.
- To observe pupils, monitor progress and determine targets for development.

KEY STAGE 1

Year 1 will be taught correct letter formation and relative size of letters with flicks in the first 2 terms and then the fully cursive join according to ability in third term. This is dependent on ability not the age of each child. This is achieved in Year 1 by developing a comfortable and efficient pencil grip and by practising handwriting in conjunction with spelling and independent writing. Correct letter orientation, formation and proportion are taught in line with the school's agreed handwriting style. This continues in Year 2 where children are taught fully cursive formation and encouraged to start joining as soon as they are able to. Handwriting practice is to be carried out in handwriting books.

KEY STAGE TWO

The target for children in Key Stage Two is to produce a fluent, consistently formed style of fully cursive handwriting with equal spacing between the letters and words.

- Children will have regular handwriting sessions using appropriate prepared resources, in the agreed handwriting style. Handwriting practice is to be carried out in SPAG books.
- Children will write with pencils until the class teacher assesses that they are joining competently and consistently. When children reach year four they will be able to receive a pen license. They will then be given a handwriting pen to use.
- Children will use a pen to complete the majority of class work, where appropriate and using a fully cursive style.
- Pencils will be used in Maths or for drawing and completion of diagrams.
- All children in Key Stage Two will practise their letter formation when copying their weekly spellings.

PRESENTATION GUIDANCE

CHILDREN'S WORK

By the end of year one onwards, teachers are encouraged to work towards the following standards as soon as children are able:

BOOK COVERS SHOULD INDICATE:

- Child's first name (KS1) and child's full name (KS2)
- Class
- Subject
- Children should not write on the covers of their books

DATE OF WORK IN BOOKS:

- Full written date in all books except maths when the digital date will be appropriate.
- Date is right aligned and underlined with a ruler..

TITLE OF WORK IN BOOKS:

- Titles or learning questions should be written in their books for each piece of work, underlined with a ruler and aligned in the centre.
- Teachers can also stick in learning questions if they wish.
- For younger children, teachers are encouraged to work towards this standard as soon as children are able.

FINISHING WORK:

- Children should **not** rule off on completion of a piece of work. Space should be left for teacher's comments and children's responses.

HANDWRITING:

- All staff to teach the cursive style.
- Teachers will model and teach letter formation as part of phonics lessons.
- All children should write in pencil in their books until teachers are satisfied that they can consistently write in a fluent cursive style in order to receive a pen license certificate.
- Children will be given a handwriting pen for use in their own work in school, except for maths where all work must be completed in pencil.

GENERAL PRESENTATION:

- Children should use colour pencils when illustrating work in books.
- Teachers should encourage a good and high standard of presentation overall.
- Errors should be crossed out with a single pencil line.

- Children may use rubbers at the teachers' discretion. However, **no** ink erasers may be used.
- Once a child has started a piece of work it should be finished, unless there are exceptional circumstances.
- Teachers must insist on this, and not leave it to the children's discretion.
- Teachers are to mark work in books in green ink.