



Reviewed on:	September 2024
Next Review:	September 2027
Staff Responsibility	English lead
Governor responsibility	FGB
Signed by Chair	

Westhouses Primary School

Handwriting and Presentation Policy

To be read in conjunction with: **Teaching and Learning Policy**

Aims

To establish high expectations and pride in everything we do – both of ourselves and of the pupils. To create a clear and consistent set of guidelines for the presentation of pupils' learning.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

For Teachers

- To create consistency in standards of presentation across the school.
- To provide a baseline for judging acceptable standards of presentation.

Expectations for Teaching Staff

- Remember – you are the most important role model for presentation and high expectations! Use the resources available to you, e.g. on the whiteboard – lines and grids to model good practice
- All handwriting which is on display for the pupils – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed, neat and follow this policy
- All pupils' work must be marked using the agreed marking policy.
- When sticking work/labels/headings in books ensure they are straight and cut to size.
- Make sure that pupils clear work surfaces and the floor before leaving the room to reduce waste of resources.

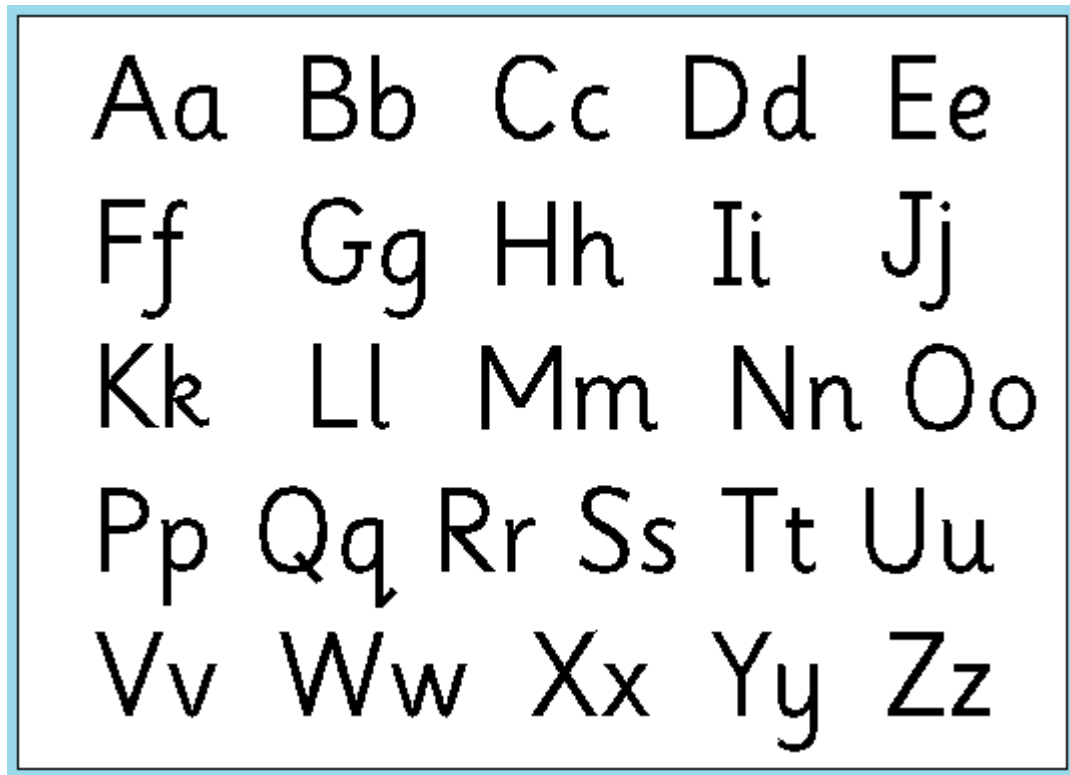
Expectations for Pupils

Use of pencils and pens

- Pencils should be used in all Maths books and in draft work if appropriate.
- Margins in books and on paper should be drawn in pencil if required.
- In most cases, pencil should be used for written work until year 5. Pen will be used at the point where the teacher judges the pupil's handwriting to be sufficiently neat, joined and fluent for a sustained period.
- Pens must be fibre or ballpoint. No biros or felt pens should be used.

Expectations for Handwriting

- The Nelson scheme is the agreed scheme for teaching handwriting.
- Handwriting is taught daily until the end of year 4, with a little and often approach and as an integral part of spelling and phonics lessons.
- Basic pre-cursive text is taught in Reception and KS1. Pre-Cursive handwriting means **that each individual letter is formed with an exit stroke**. In year 3 children are taught to join their handwriting and the expectation is that by the end of three children will be writing in a joined cursive script.



Left-handed Children:

Hand dominance fully develops around the ages of 5 and 6. Lefthanded children have different needs from right-handers and are given extra support to:

- 'Pull' the pen/pencil rather than 'push' it across the page.
- Hold their writing tool away from the point so that their thumb does not get in the way.
- Learn the 'tripod' grasp and to hold the pen/pencil slightly higher up to help them to see what they are writing.
- Sit where elbows do not bump right-handers.

Expectations for Layout:

- The date is written in words at the top on the left. The top, deeper line should not be used.
- The title or learning objective (or both) is written on the next line
- The date and title must be underlined using a ruler
- Miss a line under the title and start at the margin.
- If you make a mistake, draw one neat line through the mistake and start again – do not over-write.

Layout in Mathematics

- The date written in figures.

- The date and the objective should be underlined.
- All figures must be written neatly and clearly with one figure to each square, however letters should not be spaced out in the same way.
- Each calculation and subsequent answer must be clearly numbered but also distinguishable from workings out/notes.

Classroom Organisation and Resources

- A WAGOLL of presentation and handwriting in maths and English should be displayed clearly in each classroom.
- Pupils should have easy access to the appropriate equipment: rulers, pens, pencils, colouring pencils
- Each room has individual whiteboards available for all the pupils.
- Pupils and staff should check the floor and other surfaces before leaving the room e.g. at break time, for spare equipment

Outcomes of the Policy

- Pupils of all abilities are able to present their work to the highest possible standard increasing their confidence and self-esteem.
- There is consistency across the school in terms of the standard of presentation expected.
- Progression in presenting work between each class is evident and understood by all pupils and adults.

Monitoring of Presentation Policy

- The Head Teacher will monitor via the awarding of Head Teacher's stickers for exemplary work.
- Regular work scrutiny by staff, including subject co-ordinators will ensure the policy is being adhered to.
- This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.