



## **St Mary's C of E Lower School** **Handwriting and Presentation Policy**

### **Philosophy:**

We believe children must be able to write with ease, speed and legibility to ensure quality work in all areas of the curriculum. It is important that the child's handwriting becomes a skill that requires little effort and thought, so that creative and physical energy can be focused on the content of writing, rather than upon the act.

We adhere to the British Dyslexia Association's recommendations that children learn the continuous cursive style. We will teach this through the "Handwriting Rescue Scheme".

The key advantages of this are:

- By making each letter in one movement, children's hands develop a 'physical memory' of it, making it easier to produce the correct shape
- Because letters and words flow from left to right, children are less likely to reverse letters which are typically difficult (like b/d or p/q)
- There is a clear distinction between capital letters and lower case
- The continuous flow of writing ultimately improves speed and spelling

We also believe that it is important to promote children's pride in their work by providing appropriate resources, clear expectations and modelling.

### **Aims:**

We aim for children to:

- Have high expectations and pride in everything they do
- Have a clear and consistent set of guidelines for the presentation of their learning
- Achieve a neat, legible style with correctly formed letters in cursive handwriting
- Develop flow and speed to aid expressing themselves creatively and imaginatively across the curriculum and for a range of purposes
- To automatically use clearly formed and joined handwriting in all of their writing
- Use their skills with confidence, in real life situations

As a school we aim:

- To have consistency across the school in terms of the standard of presentation expected

### **Teaching and Learning:**

In order to achieve our aims, the following principles are followed:

- In Nursery and Reception patterns relating to letter formations is introduced using a variety of tools and multi-sensory methods to develop free flowing hand movements and muscle strength. N.B. The focus in Reception and Nursery will be to form the letters correctly without ascenders and descenders, following the Sassoon Infant font (see Appendix 1)
- The cursive font, with ascenders and descenders (see Appendix 1), is taught from Year 1 (when pupils are ready), as a specific skill, in handwriting sessions at least twice a week for about 20 minutes, with additional, individual or group practise where necessary
- Correct pencil hold will be taught from Nursery and Reception
- When marking or writing comments, members of staff use the cursive style in any ink other than red
- In Mathematics teachers will mark with ticks (correct) and dots (not correct) in any ink other than red
- Teachers will model the cursive script on the IWB, whiteboards, flip charts etc.
- Displays around the school and classroom should model clear, joined handwriting as well as other fonts

### **Expectations for Layout:**

In order to achieve our aims, the following principles are followed:

- The date will be written out in long hand for all written work e.g. Monday 3<sup>rd</sup> September 2017
- The date will be written out in short hand for Numeracy and Science e.g. 03.09.17
- In the Foundation Stage (and Key Stage 1 until appropriate) the date will either be included on the WALT sticker or written by a member of staff
- The WALT should be written (or stuck in the middle of the page for Foundation Stage/Key Stage 1 (until ready) and for lower ability pupils)
- When producing written work, pupils will be expected to miss a line between their writing so that they, their peers or a member of staff can edit and improve their work following self, peer or teacher assessment
- Any underlining or drawing of lines will be carried out with a ruler and pencil
- Work that is finished and marked will be ruled off in the next lesson and then a line will be left and the next piece of work will then be continued
- All books for written work will have ready drawn margins
- Children will begin writing using a pencil. Class Teachers will award presentation certificates for children who have tried hard with their presentation all week. They will be awarded with a certificate and a Headteacher's pencil during the weekly Commendations assembly. When teachers feel that the children's handwriting has reached a good level, they will be awarded a handwriting pen in Commendations. All children will have a handwriting pen by the time they reach Year 4. Children with exceptional handwriting will be awarded with a fountain pen.
- Pens should only be used for written work and not for Mathematics
- In Mathematics children will use squared mathematics books. When writing out calculations children will ensure that they put one digit or symbol in one square
- In Mathematics, children write the question number of their calculation, then put a dot after it, then leave a square before recording their calculation
- Children always use coloured pencils in books when colouring is needed and not felt tip pens
- All drawing in books will be carried out with a pencil
- All that should be on the front covers of books is the child's name, class and subject

### **Monitoring and Evaluation:**

The Senior Leadership Team and Subject Leaders will monitor handwriting and presentation in books during work scrutinies throughout the academic year in a range of subjects and provide feedback on this where relevant/necessary.

Appendix 1:

Sassoon Infant font:

Aa Bb Cc Dd Ee Ff  
Gg Hh Ii Jj Kk Ll Mm  
Nn Oo Pp Qq Rr Ss  
Tt Uu Vv Ww Xx Yy Zz

*Cursive font:*

a b c d e f  
g h i j k l m  
n o p q r s  
t u v w x y z