



## St. Elizabeth's Catholic Primary School

### Handwriting and Presentation Policy September 2022

When communicating ideas in writing it is important that pupils use a handwriting style which is fluent and legible. The importance of handwriting should not be underestimated. It is vital pupils can write quickly, comfortably and legibly as this is a skill needed in many curriculum areas. Pupils' self-esteem is also heightened when they are able to take pride in their handwriting.

### Aims and Purposes

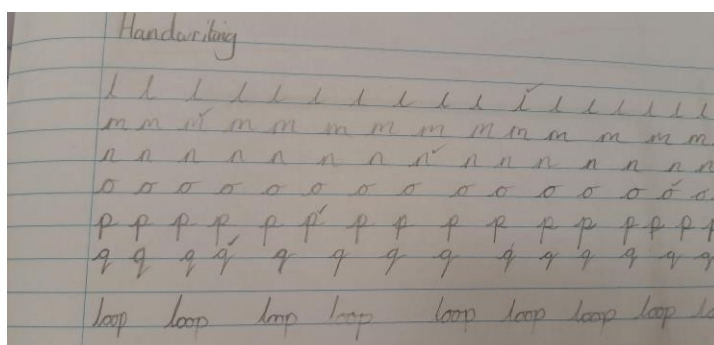
- To develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.
- To foster a positive attitude towards writing.
- To establish and maintain high expectations for presentation of work.
- To ensure that pupils' recorded work is of real value to their learning.

### Provision for Handwriting

All classes will use the 'Letter join' handwriting style and progression. This will be displayed prominently in all classrooms.

Handwriting will be explicitly taught from Reception - Year 6. Our high expectations for handwriting and presentation will be upheld across all curriculum subjects.

Teachers and support staff will act as a model when writing on the board or marking work, using a fluent joined style with accurate letter and number formation, as appropriate to the pupils' level of development.



Example of continuous cursive handwriting style



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All text displayed throughout the school environment, whether written or typed, will also model high expectations for handwriting and presentation. Typed text should predominantly use a continuous cursive font, as this is in line with the continuous cursive style taught.

Attention to posture and seating arrangements is important. Pupils who write with their left hand face particular difficulties and teachers need to be aware of this. Left-handed pupils should either sit next to other left-handed pupils or on the left side of a right-handed pupil to avoid bumping arms or smudging work.

Pupils who display specific difficulties with handwriting will have these addressed through such resources as slanted writing boards, rubber pencil grips, using alternative writing media, etc. Individual children may also be included in small intervention group for additional support.

Incorrect letter/number formation will be addressed through marking and feedback as appropriate to the developmental level of the pupil as well as through daily handwriting practice.

### Expectations for Presentation

It is very important to achieve consistency towards presentation of work across the school. The following guidelines will be used to ensure this consistency, taking into account the age and ability of pupils as appropriate:

### English

Key Stage One pupils will write in pencil. Key Stage Two pupils will write in pencil until they demonstrate sufficient ability to write fluently and legibly, thus earning the chance to use a pen. This decision will be reviewed each academic year, in order to reinforce and maintain high standards of presentation.

Pupils will only use pens provided by the school. Biro or gel pens should not be used.

All work in English books will be dated with the full date (e.g. *Monday 2<sup>nd</sup> September 2025*) and will have a WALT (e.g. *plan Mystery Stories*). The pupil will write the date and WALT unless they are unable to or it is too time consuming for the pupil. Where this is the case, the date and title will be written or printed for that pupil. Both date and WALT should be underlined neatly.

For any mistakes, a rubber should be used to rub out errors that have been made in pencil. If work is written in pen and a mistake is made, a single horizontal line should be drawn through, using a ruler.

Editing of work should be done in purple pen by the pupil and original work should not be rubbed out.



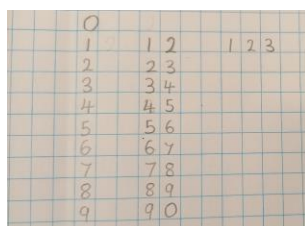
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### Mathematics

Pencil should always be used for Mathematics work.

Any lines drawn will be done so with a ruler and where shapes are drawn they should be accurate, using appropriate mathematical knowledge and resources. Lines and shapes should also be drawn using the squares within the books as guidelines, where appropriate.

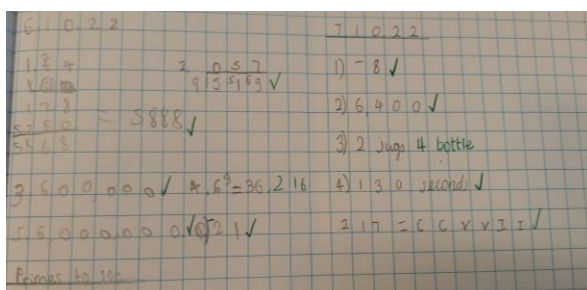
Numbers should be formed in the following way, in line with 'Letter join':



All work in maths books should be dated with the short date (e.g. 02.09.25) and titled (e.g. *Morning maths*). The pupil will write the date and title unless they are unable to or it is too time consuming for the pupil. Where this is the case, the date and title will be printed for that pupil.

- One number should be written in each box at all times.
- Always underline using a ruler and pencil.
- Question numbers should be represented using a bracket e.g. 1)
- For any mistakes, a rubber should be used to rub out errors that have been made in pencil.
- If you are correcting work, this should be done in purple pen and original work should not be rubbed out.
- Pages should not be missed out, however if you miss a page by accident, you should return to that page as soon as possible and use it.
- When drawing tables, graphs or shapes:
  - A ruler must always be used for any lines in tables, charts or shapes
  - Shapes should be drawn accurately using your knowledge of shape and the ruler
  - You should use the squares to guide you as to where to draw the lines.

Example maths layout:





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### **Published Work**

Display of writing could take the form of a class book or work displayed throughout the classroom. Pupils will be encouraged to redraft written work for display, understanding the purpose and audience for which they are writing.

Any written work displayed will be of the highest standard for that individual pupil. Teachers must ensure that published work is representative of the whole class, demonstrating the highest standard for each pupil.

### **Books**

All books should have a printed label on the front with the pupil's full name, the subject of the book and the class.

Pupils are expected to keep their books well presented. They should not 'doodle' on the front cover, or on the pages inside. Books which are not kept well-presented may be remedied through the use of an eraser or pupils should be asked to re-write work on paper to be stuck over messy work – unacceptable presentation must be rectified and doodles removed. Inadequacies of presentation will be addressed through marking and feedback. At no point, should pages be torn out of books by either pupils or teachers.

Drawings must always be done in pencil. Felt tip pens should not be used in pupil books.

### **Home Learning**

Parents will be encouraged to support their children to produce high quality work following the handwriting and presentation policy guidelines. Pupils will be expected to take the same care with home learning as they do with their class books and the same standards will be expected.



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### Writing with a pen

Class teachers will decide when each child is ready to write in pen (Y3 upwards). All KS2 should have the opportunity to use a pen for some tasks, such as publishing a piece of extended writing or work for display. To be able to write with a pen you should:

- Sit letters on the line with appropriate ascenders and descenders
- Form letters in a consistent size
- Represent and use upper and lower case letters accurately
- Present letters in the correct orientation
- Form letters accurately
- Have a tripod grip
- Include appropriate finger spaces
- Write in a legible style
- Demonstrate a fluent, joined script using letter joins that have been taught

Please note that it may be appropriate for some children to use a different style of pen to other children. This will be agreed by the SENDCO.

### Policy Status and Review

Written by:	B. Clarke – Asst. Headteacher/English Lead
Approval date:	September 2022