

# DUNNINGTON CE PRIMARY SCHOOL



## HANDWRITING AND PRESENTATION POLICY

**Date of Policy:** June 2024

**Date of Review:** June 2027

**Member(s) of staff responsible:** Clare Thompson

**Governor(s) responsible:** FGB

**Signature of Chair of Governors:**

**Date:**



*Growing and learning together and aiming to be the best that we can be, in  
an environment based on Christian values.'*

## **Aims and Objectives**

- To establish high expectations and pride in everything we do - both of ourselves and of the children.
- To create a clear and consistent set of guidelines for the presentation of children's learning.
- To motivate each individual to present their work in the best possible way.
- To enable children to recognise work that is presented to a high standard.

## **Expectations for Teaching Staff**

Teachers are the most important role model for presentation and high expectations. They model good practice. From Y1 onwards, handwriting should be modelled for the children which is legible, correctly formed following the school's agreed handwriting scheme and visible within the classroom.

## **Expectations for Children**

Use of pencils and pens:

- EYFS and Key Stage 1 will complete all work in pencil.
- Pens will be available for written work from Year 3; however, pencils will always be used in maths.
- All diagrams, charts and lines should be drawn in pencil using a ruler.
- Felt pens should not be used in exercise books for underlining or illustrations although they can be used on paper at the teacher's discretion.

## **Expectations for Handwriting**

- In EYFS, letter formation is taught through phonics lessons and handwriting is printed.
- In year 1, children are prepared for cursive writing - they will learn to handwrite single letters and the graphemes they are learning in phonics with leading lines and appropriate joins.
- In year 2 children will practise their handwriting daily and will develop their writing speed using cursive joins.
- In KS2, children who are struggling to join cursively, use appropriate spacing or size will be given targeted support in handwriting.



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## Expectations for Layout

- Children will write the long date on the first line of their work. The short date can be used in maths (dd/mm/yy).
- The next line will be left empty.
- The title should be written in the centre of the next line.
- The date and title must be underlined using a ruler.
- Any sheets should be stuck in neatly and cut correctly to size as appropriate.
- When writing children should write on every other line and leave two lines between each paragraph.
- Question numbers should be circled.
- All lines should be drawn with a ruler.
- All digits must be written neatly and clearly with one digit fitting inside each square in maths books.

## Mistakes and Errors

- Children should draw **one neat line** through a mistake.
- When writing, children should write every other line to allow for edits and corrections to be made neatly.
- Neat jottings should be encouraged in maths. Rubbers should be used to correct mistakes made in drawings/ diagrams.

## Monitoring of Presentation Policy

The Senior Leadership Team and Subject Leaders will collect examples of children's work on a regular basis to ensure that the policy is being implemented consistently. This ensures that the policy leads to good practice in facilitating effective feedback, learning and teaching.



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