



Handwriting and Presentation Policy

Approval and Review

Committee to Approve Policy	Trust Board Committee
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	
Signature	
Accounting Officer	
Signature	
Policy Review Period	
Date of Policy Review	

Version	Date Approved	Changes	Reason for Alterations (from and to)

We believe that a whole school approach to developing an effective cursive script will give pupils a tool that will quickly raise confidence and pride in their own writing skills.

Aims

- To raise standards in writing across the school.
- To have a consistent approach when teaching handwriting 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.

Teaching Methodology and Organisation

- For agreed letter formation, we follow Truly Cursive Script by Elaine Wood, which both staff and children follow and is visible in all classrooms, as a basis for letter formation strategy.
- The target for children is to produce a fluent, consistently formed style of fully cursive handwriting with equal spacing between the letters and words.
- As the pupils progress through the school, they consolidate their use of the cursive script ensuring consistency in size, proportion, and spacing of letters.
- Handwriting speed, fluency and legibility are built up through practice.
- Children will experience a variety of printed script within their school environment.

Handwriting Guidance for Key Stage Two:

- All children in Key Stage Two will practise their letter formation when learning their weekly spellings.
- At the beginning of each term, pupils will be presented with a pen licence success criteria checklist to assess if they are ready to apply for a pen licence. This will be when they meet mastering level skills, when they are producing a consistently accurate cursive script.
- If a child receives a pen, their pen licence will follow them into their next year group. The pen licence will be revoked if presentation does not remain consistent.
- By Upper Key Stage Two, experimentation and creativity with different styles and writing implements is encouraged for pupils with confident, consistently accurate cursive handwriting.

Presentation Guidance:

- All work must begin with the date.
- In English lessons this must be written in the following way: Tuesday 22nd February 2021.
- In all other subjects the short date can be written in the following format: 22.02.21.
- The date should be written on the top line, starting at the left of the page (not in the margin)
- The date, title and subheadings should be underlined with a ruler.
- The next line should be missed and the title should be written on the following line and underlined.
- Children should write from the margin to the edge of the page.
- To paragraph in writing, a line should be missed out between paragraphs.
- The whole school rules for paragraphing are:
 - Rule 1: Change in time
 - Rule 2: Change in place
 - Rule 3: Change in speaker “66 99 new speaker new line”
 - Rule 4: Change in idea/topic/theme
- Mistakes should be crossed out with a single line. An eraser can be used at the teacher’s discretion.
- In Maths, a page can be folded vertically to prevent wasted paper.
- In squared paper Maths books, children will write one digit or operator in each square.

Writing Tools:

- Children should use a pencil in all subjects until a pen licence is achieved.
- Children in all year groups should always use a pencil in Maths.
- Once a pen licence has been achieved, a pen will be used in all writing (with exceptions when labelling Science diagrams.)
- Fibre tipped, blue handwriting pens will be supplied by school. (No ball point ink or gel pens will be used in writing.)
- Children may use a suitable blue fibre tipped handwriting pen supplied by home, as agreed by their class teacher.
- Coloured pens, pencils or highlighters may be used for self and peer assessment at the teacher’s discretion to identify grammatical terms, punctuation etc or as part of a mind mapping exercise.
- White paper correction fluid is not to be used in school.
- Colouring in, in books will be by pencil crayons only.
- Completed pieces of work may be underlined with a ruler. Work may continue on the same page using the appropriate space available.

Policy reviewed September 2021