

Newcroft

Primary Academy



Handwriting and Presentation Policy

V1

This policy was reviewed in July 2020 and agreed by the Governing Body of Newcroft Primary Academy in September 2020. It will be reviewed as required.

Signed: _____ Chair of Teaching & Learning

Date: _____

Non-Statutory Policy

Handwriting and Presentation Policy

Our aims in teaching handwriting are that:

- All children should develop a fluent, joined and legible handwriting style.
- All staff use a clearly structured framework for the development of handwriting throughout the school.

Handwriting Style

A style of handwriting has been adopted that will allow a child to gradually develop clearly formed and correctly orientated letters. This will finally lead to a handwriting style that is joined, and fluent.

We use the 'Penpals' and books to help teach the sequence of handwriting in the appropriate order.

If a pupil arrives from another school with a joined, fluent handwriting style of their own they should continue with this style. Those who have not mastered a joined style should learn the Newcroft Primary Academy adopted style.

Guidelines

Children will be taught:

- Correct seating position – with particular reference to left handed pupils
- Correct paper position
- Correct tripod grip
- Handwriting focussed lessons at least weekly in Key Stage 1 and Bi weekly in KS2

Progression of handwriting throughout the school

In all year groups, teachers differentiate their use of Penpals Programme to meet the needs of the pupils, with the aim of at least teaching handwriting skills to the relevant level of Penpals for the year group.

Reception

- To use a variety of media (sand, paint brushes, crayons etc.) to develop the gross and fine motor controls necessary for pre writing skills.
- Sit correctly at a table and hold a pencil comfortably and correctly.
- To become comfortable with efficient pencil grip.
- Correct formation of lower case letters.

Year 1

- Reinforce work from Reception
- Hold a pencil comfortably and correctly.
- Form lower case letters in the correct direction, starting and finishing in the right place.
- Form digits 0-9 correctly
- Use spacing between words that reflects the size of the letters.
- Understand which letters belong to which handwriting families.

Year 2

- Reinforce work from Year 1
- Form lower-case letters of the correct size relative to one another.
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.
- Many pupils will begin using and practising basic handwriting joins. (Diagonal joins to letters with and without ascenders and Horizontal joins to letters with and without ascenders.)
- Children working within the GDS range for writing should be able to join their handwriting by the end of Year 2.
- Children from Year 2 onwards will be able to work towards their pen license.

Years 3 & 4

- Reinforce work from Year 2.
- To ensure consistency in size and proportions of letters.
- To ensure consistency in spacing between letters and words.
- Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Increase the legibility, consistency and quality of their handwriting.
- To build up handwriting speed, fluency and legibility through practise and application.
- Some pupils may be using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Children who have demonstrated the above will qualify for a pen licence.

Years 5 and 6

- To reinforce work from Y 3&4.
- Some pupils may be using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Write legibly, fluently and with increasing speed.
- To develop own handwriting style, ensuring speed, fluency and legibility.
- Some pupils may be able to use different forms of handwriting for different purposes.
- Choose the writing tool that is best suited for a task.
- Children who have demonstrated the above will qualify for a pen licence.

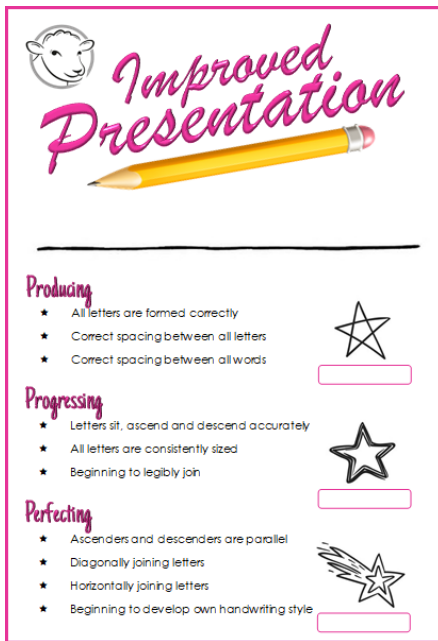
Maths Books

Pencils will be used in Maths books and errors will be rubbed out or crossed out and corrected in pencil.

Recognition of handwriting

Teachers will have the same high expectations of pupils' handwriting/presentation in all areas of the curriculum. Pupils will work towards a simple, clear 'menu' of expectations, leading to successfully achieving a pen license from Year 2 onwards. At the beginning of each academic year, pupils will start with a pencil and work through their menu to achieve a pen. This system enables the school to keep standards and expectations high of presentation and handwriting across school. The Head teacher and Deputy Head teacher will award the certificates below to children and will support them in understanding their next steps.

Menu Card



Improved Presentation

Improved Presentation

Producing

- ★ All letters are formed correctly
- ★ Correct spacing between all letters
- ★ Correct spacing between all words

Progressing

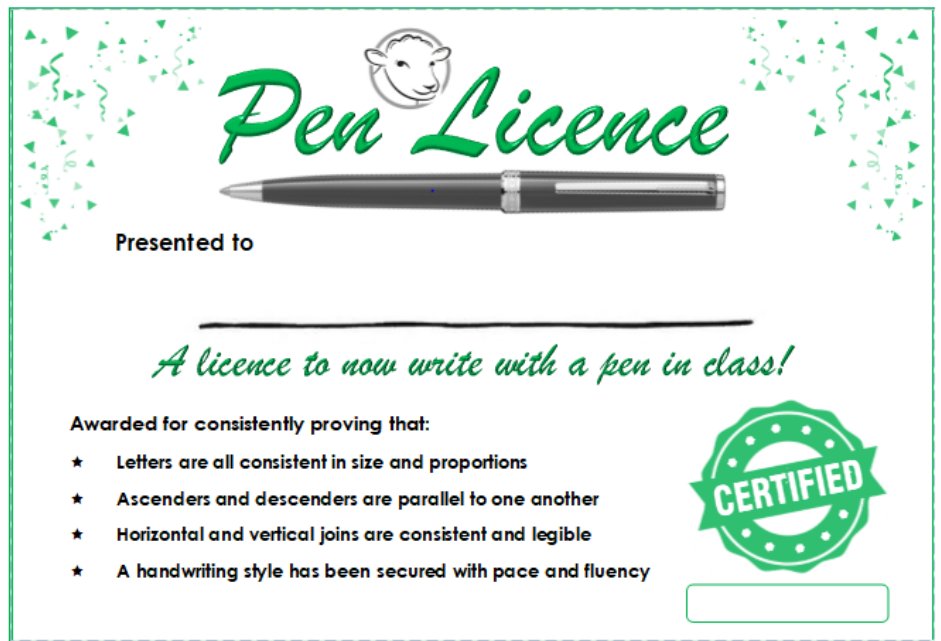
- ★ Letters sit, ascend and descend accurately
- ★ All letters are consistently sized
- ★ Beginning to legibly join

Perfecting

- ★ Ascenders and descenders are parallel
- ★ Diagonally joining letters
- ★ Horizontally joining letters
- ★ Beginning to develop own handwriting style

Handwriting icons: a sheep, a pencil, and three stars (one plain, one with wings, one with a tail).

Pen Licence



Pen Licence

Pen Licence

Presented to _____

A licence to now write with a pen in class!

Awarded for consistently proving that:

- ★ Letters are all consistent in size and proportions
- ★ Ascenders and descenders are parallel to one another
- ★ Horizontal and vertical joins are consistent and legible
- ★ A handwriting style has been secured with pace and fluency

CERTIFIED

Handwriting icons: a sheep, a pen, and confetti.

Staff Handwriting

Any adult's writing shared with children should be a model. All staff should aim to produce quality writing at all times.

Other expectations

All pieces of work in books is expected to be presented in the same way. This should be reinforced by teachers.

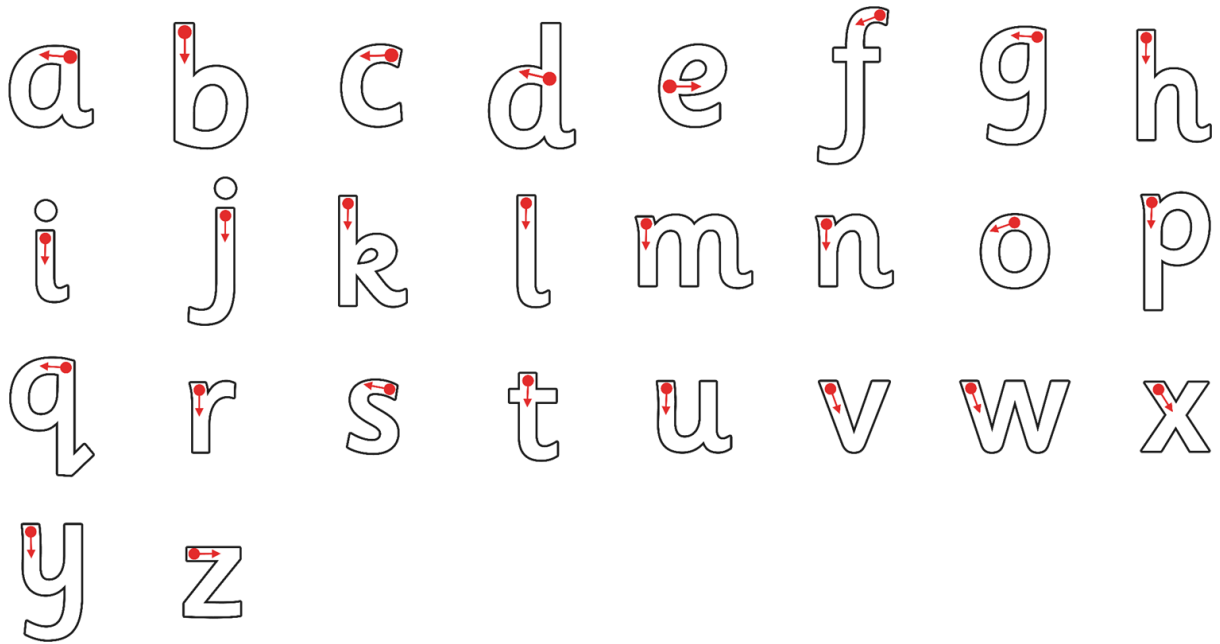
- Pupils are not to write on the top line in any book.
- All books should have a margin in, which is 2 squares wide in Maths books.
- Pupils should use the long date in writing books and underline it. This should be positioned on the left hand side, next to the margin.
- Pupils should use the short date in Maths books and underline it. This should be positioned on the left hand side, next to the margin.
- All work should have a WAL and WILF box stuck in.
- Question numbers should be in the margin.
- Any improvements in writing books should be actioned in Purple Pen (KS2)
- Any improvements in writing books should be actioned in Purple Pencil (KS1 and Reception may do this where appropriate)
- Any improvements in Maths books should be actioned in pencil.

Monitoring and Evaluation

The teaching of Handwriting will be monitored through the lesson observations and book looks for all subjects.

Handwriting at Newcroft – LETTER FORMATION

Lower case letters:



Upper case letters:



Presentation of work

Please see the examples of expectations for presentation in written work and mathematics below:

Maths Presentation

WAL: how to present our maths work neatly. <small>WSP:</small> I can look at the presentation guidelines for support. I can imitate the guidelines to neatly present my work.		26.08.2020 Me Teacher <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>												
1.	$23 + 10 = 33$													
2.	$\frac{1}{2}$ of 12 = 5 6													
3.	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 0 5px;">£</td> <td style="text-align: right; padding: 0 5px;">7</td> <td style="text-align: right; padding: 0 5px;">⁸9</td> <td style="text-align: right; padding: 0 5px;">5</td> </tr> <tr> <td style="padding: 0 5px;">-</td> <td style="padding: 0 5px;">£</td> <td style="text-align: right; padding: 0 5px;">1</td> <td style="text-align: right; padding: 0 5px;">89</td> </tr> <tr style="border-top: 1px solid black;"> <td style="padding: 0 5px;">£</td> <td style="text-align: right; padding: 0 5px;">6</td> <td style="text-align: right; padding: 0 5px;">0</td> <td style="text-align: right; padding: 0 5px;">6</td> </tr> </table>	£	7	⁸ 9	5	-	£	1	89	£	6	0	6	
£	7	⁸ 9	5											
-	£	1	89											
£	6	0	6											
4.	$-7 + -1 = -9$													
Respond to marking using pencil to correct or improve.														

Writing Presentation

WAL: how to present our written work neatly. <small>WSP:</small> I can look at the presentation guidelines for support. I can imitate the guidelines to neatly present my work.		Wednesday 26th August 2020 Me Teacher <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
1.	Hold your pencil or pen correctly, whilst sitting comfortable.	
2.	Do not write on the thick, top line.	
3.	Keep your writing in line with the margin.	
fs. 4.	Leave a visible space between each word.	
5.	Begin a new line before starting a new paragraph.	
Respond to marking using purple to correct and improve.		