

Rationale

A consistently high standard of presentation and handwriting is promoted across the whole school and expected by all of our children and staff. We want to foster a sense of pride and respect in all of our work and show off our learning to others.

Presentation Across the School

- Books are stored upright in magazine boxes or large boxes or flat in larger boxes. Plastic covers are provided for all exercise books. At the end of the school year maths and English covers can remain on books to go home but all others are to be removed, cleaned and put on the following years' books.
- Children need to sit with a good posture when writing – feet on the floor, legs under the table, chair tucked in, supporting arm placed on table, head up etc
- All books are named with school labels and any new child's books will be labelled within 2 days
- Coloured labels to represent tables and groups are to be placed on the spine at the top of the exercise book
- Dots to show PP/SEND/Hi are to be placed in the bottom corner of the white label on each book.
- Work is completed in a sharp pencil unless a pen licence has been issued (see below)
- All diagrams or drawings are completed in pencil
- Dates and key words like RECAP, REHEARSAL, READY TO APPLY, REASONING REFLECTION are underlined in pencil
- Crossing out when an error has been made is by a straight line ruled through the word/number or other mistake
- Rulers are used for **any** lines drawn in a book
- Felt tip pens are **not** to be used in any book
- Pencil crayons can be used in books for eg shading a reflection of a shape in maths or underlining key words in English. The children **must be taught** how to colour in, i.e. in one direction and decide how much pressure to put on the crayon.
- Tippex and correction pens are not to be used
- Children are to follow an agreed format for presentation in maths and English, see appendix A
- Number date used in maths, word date in other books
- A line is missed after the date and then again after the 'I can' statement
- Rubbers are only to be used under the supervision of an adult for single letters/numbers or words, never for whole sentences or paragraphs
- Rubbers may be used in drawing in maths, art, DT etc
- Do not write on the top line in any exercise book
- When writing question numbers/letters use a full stop not a circle or bracket eg. 1. a. And write them in the margin.

Handwriting

The success of any handwriting and presentation policy is the explicit teaching of it and the consistency of approach and therefore we expect children to have teacher led handwriting sessions at least three times each week. These sessions are usually 1.00-1.20pm. We use the Nelson Handwriting programme which links as closely as it can to the phonic programme used in EYFS and

KS1. The style chosen is the Nelson Precursive style. Each teacher led session must consist of teacher modelling and over the shoulder feedback throughout the 20 minute session. Children's pencil grip must be correct and challenged if not held correctly. Orientation of letters and numbers and later joins must be modelled and challenged. Early Years, or children who have fine motor difficulties, will use sand, foam and other materials to support them. Pencil grips or special pencils may be used where appropriate. Interventions are provided where necessary.

Handwriting should always be addressed when carrying out Over the Shoulder marking.

All adults must use the agreed Nelson Handwriting style when writing on flip charts, boards or in books.

The children are issued with a school pencil each half term or a pen if their handwriting is at the set standard – see below. While we encourage individuality in children and enjoy seeing their new stationery in September or after Christmas or birthdays, please make sure they are suitable and will enable the children to write neatly and correctly.

Pen licences

Pen licences are issued to children who have a legible, joined up, fluent and consistent handwriting style and one that is becoming individualised to them. When an adult thinks this may be the case they should take the child's English and one other book to their year group leader. The year group leader will then decide whether it meets the criteria and further confirmation will be sought from Mrs Sargent. If the handwriting in both books consistently meets the criteria above then a pen and certificate will be issued in the next praise assembly. Mrs Sargent will text the family to invite them to this assembly. Books can be shared at any time with the year group leader and Mrs Sargent but if they are to be in that week's praise assembly they must be with Mrs Sargent by 12pm Thursday. Only school issued pens will be used in children's books except maths books which will continue to be pencil only. Refills for pens are held by the year group leader.

On My Way to Pen Licences

Children whose handwriting is beginning to be joined and letters are correctly formed and orientated can be awarded an 'On My Way to Pen' licence. This means that children will be given a special pencil to use in their work. The process for receiving one of these is the same as being awarded a pen licence.

Homework

Encourage children to have the same pride in their work completed at home as they do in school and as a member of staff we must have the same expectations too.

Display

Celebrating children's work is of the greatest importance so any display around school should be of the highest standard.

Non-negotiables:

- Names added to a child's piece of work
- Suitable title using cut out letters
- Use of blutak or staples rather than tape
- Items added to the board are backed at least once

- Work and backing of work is cut to a square, straight edge – unless going for a curly look!
- Work is the original and not a copy

Ready Reference Guide

The letter forms

The lower case alphabet for Workbooks 1-4

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

The lower case alphabet for Developing Skills books, Resources and Assessment books Red, Yellow 1, 2, 3, 4 and workbooks 5 and 6

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

The letter slope of 8° from the vertical to the right is introduced in Developing Skills Book 1

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

The lower case print alphabet

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

The capital letters

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

These are the same throughout the scheme.

The numerals

1 2 3 4 5 6 7 8 9 0

The joining sets

Set 1

a c d e h i k l m n t u
Twelve letters with exit flicks.

Set 2

a c d e g i j m n o p q r s u v w x y
Nineteen letters which start at the top of the x-height.

Set 3

b f h k l t
Six letters which start at the top of an ascender.

Set 4

f o r v w
Five letters which finish at the top of the x-height.

The break letters

b g j p q x y z
Eight letters after which no join is made. Joins are not made to or from the letter z.

The joins

The first join 1 to 2 in am
The second join 1 to 3 ab ch
The third join 4 to 2 oa wo
The forth join 4 to 3 wh ob
The break letters bigger

The joined style

The quick brown fox jumps over the lazy dog.