

# Brookhurst Primary School

## Handwriting and Presentation Policy

### Aims:

- To encourage children's sense of pride in their recording and so form a positive attitude towards all their work through promoting excellent presentation.
- To ensure that children acquire a clear, fluent, joined, legible and individual style
- To promote consistency of handwriting and presentation across the school and in all areas of the curriculum.
- To teach children the importance of clear and neat presentation in order to communicate their meaning effectively

### Handwriting

Formal Handwriting is taught using the Nelson Handwriting scheme from Foundation to Y6. This scheme is built upon careful progression from pre-writing patterns to the development of an individual style. The structured programme includes letter formation, basic joins, printing, penmanship, speed writing and sloping.

In Foundation children will be taught to use a pencil and hold it effectively to form recognisable letters most of which are correctly formed. Children will be taught to write letters with exit strokes in preparation for joining letters when ready

In KS1 children will be taught:

- How to hold a pencil/pen/writing implement
- To write from left to right and top to bottom of a page
- To start and finish letters correctly
- To finish letters with exit strokes
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower and upper case letters
- To join their letters from Year 2.

In KS2 children will be taught:

- To write legibly in both joined and printed styles, with increasing fluency and speed
- To use different forms of handwriting for different purposes e.g. print for labelling maps and diagrams, a clear, neat hand for finished work, a faster script for notes

## Presentation

Teachers will ensure;

- That children are encouraged to take a pride in the presentation of their work
- That children have the appropriate materials to achieve their best presentation
- That they provide a variety of opportunities for children to share their work with different audiences
- That children look after their work, label all their books neatly and keep them all clean and tidy

### Agreed guidelines for Handwriting and Presentation in each year group

- The date will be written at the left hand side of the page and underlined from Y2
- The WALT/Title will be written at the left hand side of the page from F-Y6 and underlined from Y2
- A numerical date will be written in the margin for work that continues over one day
- Pieces of work should continue underneath each other and be clearly demarcated
- All children to use blue handwriting pens when ready

Year group 5/6				
Subject	Handwriting	Writing implement	Date	Other
Maths	Joined script	pencil	short	
Literacy	"	pen	long	Pencil for underlining, drawing tables, diagrams and labelling
Science	"	Pen/pencil	short	Pencil for underlining, drawing tables, diagrams, labelling Pen for writing
All other subjects	"	Pen/pencil	short	

Year group 3/4				
Subject	Handwriting	Writing implement	Date	Other
Literacy	Developing	Pencil > pen	long	Underline

	joined as appropriate	when they can join consistently		date and title. Writing pattern from Nelson after each piece of work
Numeracy	One digit in each square	Pencil > pen when appropriate skills acquired	short	Underline date and title. Use ruler and pencil for tables, graphs and where appropriate.
Science	See literacy	Pencil > pen	short	Use ruler and pencil for tables, diagrams and labelling
Topic	See literacy	Pencil > pen	Long except for DT	Use pencil for drawing, labelling and tables.

Year group 1/2				
Subject	Handwriting	Writing implement	Date	Other
Literacy	Print	Pencil	Long	Joined writing is practised in year 2 but not expected
Numeracy	Print	Pencil	Short	Use a ruler for tables and labels
Science	Print	Pencil	Short	Use a ruler for tables, labels and diagrams
Topic	Print	Pencil	Short	Use a ruler for tables, labels and diagrams

Year group F				
Subject	Handwriting	Writing implement	Date	Other
Only one book for all subjects	print	pencil	scribed	Title also scribed

Agreed by staff:  
7<sup>th</sup> April 2008