

St Mary's Catholic Primary School



Handwriting and Presentation Policy

**Learning and Loving
Caring and Sharing
through
The message of Christ**



**St Mary's Catholic Primary School is a happy
community where we are loved and valued as
individuals.**

**As Disciples of Jesus, we learn
together, pray together and
celebrate together as one in God's love.**

**Together with parents/carers, the parish and the
wider community, we prepare our children to live
and build God's kingdom on earth.**

Purpose

- ✓ The purpose of this policy is to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow.

Aims

- ✓ To provide a consistent approach to high standards of presentation throughout the school
- ✓ To ensure that all work is presented to the highest possible standard and to demonstrate that all children take a pride in their work at St Mary's

Objectives

- ✓ 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.
- ✓ To ensure each child knows the standard of presentation that is expected of them.
- ✓ To celebrate the high standards of presentation in the school

Application

- ✓ These expectations are intended to apply to the vast majority of children in St Mary's. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress (e.g. a child with physical difficulties writing).
- ✓ All staff will ensure that presentation of work is actively taught as it will not 'just happen'. It should be a main focus at the start of each academic year and then be referred to periodically throughout the year.
- ✓ Cursive handwriting will be taught on a regular basis and may be taught in conjunction with phonics/ spelling lessons.

Celebrating High Standards of Presentation

Where possible, all staff should ensure that presentation is celebrated through:

- ✓ Displaying work showing a high standard of presentation
- ✓ Celebrating work with a high standard of presentation in whole class situations and in Key Stage assemblies.
- ✓ Ensure good presentation is rewarded in line with the whole school reward system (praise, stickers, Reward slips, Headteacher awards)
- ✓ Sharing of good work in whole school celebration assemblies.

What are our high expectations in St Mary's?

Expectations for Children

In Foundation Phase:

Use of Pens/ Pencils

- ✓ Pencils should be used to write/ draw in all workbooks across all areas of learning in Lower and Upper Foundation Phase.
- ✓ Colouring pencils/ crayons should be used to colour illustrations.
- ✓ Felt pens should not be used in workbooks although they can be used on paper at the teacher's discretion.

Layout

- ✓ In Year 1 and 2, literacy based written work, children should write the full date at the top of their workbook.
- ✓ In Year 1 and 2, children should write the short date (in number form) at the top of maths based activities.
- ✓ Children should always use a ruler to underline. This will be introduced formally in Year 2 in preparation for transition into KS 2.
- ✓ Where squared paper is used for Maths activities, children will be expected to write one digit in each box.

Handwriting

- ✓ Neat and legible handwriting following the school cursive handwriting style (JoinitC4) should be expected of **all** children in **all** pieces of written work.
- ✓ All lower case letters should be written with 'leaders'. Upper case letters do not have flicks/ leaders as they do not join.
- ✓ Joined handwriting will be introduced when children are ready to join letters. Most children will be joining by the end of year 2.
- ✓ **The school font will be used on all computer generated worksheets, WILF sheets etc.**
- ✓ Formal letters/ trip letters etc may be written in Arial font.

Labels on workbooks

- ✓ Standard whole school printed book labels will be used on all school work books using agreed digital font.

Worksheets/ WILF labels

- ✓ Worksheets should be stuck into books **using glue**. They should be trimmed and stuck into books straight and wherever possible, should be stuck in chronological order
- ✓ WILF labels should be stuck into workbooks at the top of the page/ start of activity, wherever possible. They should be **stuck in straight using glue**.
- ✓ Jointic4 font is the whole school style for all hand outs, WILFS and worksheets.

Presentation

- ✓ It is expected that **all** children should complete **all** learning tasks.
- ✓ Where work falls below the expected standard in terms of presentation or in relation to a child's ability, children will be expected to repeat a piece of work to the acceptable standard.

Key Stage 2

Pens/ Pencils

- ✓ Pencils should be used in all workbooks until each child achieves their 'Pen Licence'. This is at the teacher's discretion and will be officially awarded during Key Stage Collective Worship.
- ✓ Once a 'Pen Licence' has been achieved, children should be expected to use a blue 'BEROL' school handwriting pen to complete all written work.
- ✓ Pencils will be used for all illustrations.
- ✓ Colouring pencils/ crayons should be used to colour illustrations.
- ✓ Felt pens should not be used in workbooks although they can be used on paper at the teacher's discretion.

Layout

- ✓ Years 3 to 6, on literacy based written work, children should write the full date in English and Welsh at the start of an activity, starting from the margin. The date and title must be underlined using a ruler.
- ✓ Big Write- Children will be expected to write on the right-hand page of a double page. The left-hand page should be labelled 'EBI page' for teachers to identify areas for further development and editing.
- ✓ Maths- children should write the short date (in number form) at the start of a piece of work.
- ✓ When completing Maths activities, children will be expected to write one digit in each box.

- ✓ Following completion of a piece of work, children will be expected to miss 3 lines and 'line off' the work before starting a new activity or piece of work.
- ✓ Erasers may be used to rub out an error made when writing in pencil. Errors made in pen will be bracketed and 'lined out' with a single line only. Use of correction fluid/ eraser pens/ scribbling out/ doodling is not permitted.

Handwriting

- ✓ Neat and legible handwriting following the school cursive handwriting style 'JoinitC4' should be expected of all children in **all** pieces of written work.
- ✓ Upper case letters do not have 'leaders' and do not join. All lower case letters should be written with 'leaders' and joined following the school handwriting scheme.
- ✓ Joined handwriting will be expected of all children in Key Stage 2.
- ✓ **The school font will be used on all computer generated worksheets, TASK/SC sheets etc.**
- ✓ Formal letters/ trip letters etc may be written in Arial font.

Labels on workbooks

- ✓ Standard whole school printed book labels will be used on all school work books using agreed digital font.

Worksheets/ TASK & SUCCESS CRITERIA labels

- ✓ Worksheets should be stuck into books **using glue**. They should be trimmed and stuck into books straight and wherever possible, should be stuck in chronological order
- ✓ TASK/ Success Criteria labels should be stuck into workbooks at the top of the page/ start of activity, wherever possible. They should be **stuck in straight using glue**.
- ✓ JoinitC4 font is the whole school style for all hand outs, TASK/SC and worksheets.

Presentation

- ✓ It is expected that **all** children should complete **all** learning tasks.
- ✓ Where work falls below the expected standard in terms of presentation or in relation to a child's ability, children will be expected to repeat a piece of work to the acceptable standard.

Expectations for all Teaching Staff

- ✓ Teaching staff are the most important role models for presentation and high expectations.
 - ✓ All teaching staff should use the school cursive handwriting style when marking children's work or when completing 'Home-school' reading diaries.
 - ✓ All handwriting which is on display for the children – on the interactive whiteboard, books, flip charts, display – should be legible, consistently formed and neat and following the school handwriting style.
 - ✓ A range of fonts to suit displays may be used e.g. Instant display fonts.
 - ✓ All children's work must be marked using the agreed marking policy.
 - ✓ When sticking work/labels/headings in books ensure they are straight and cut to size.
 - ✓ Wilf/ Success Criteria labels/ slips should be glued in pupil workbooks. **Staples and sellotape should not be used for this purpose.**
 - ✓ If a child is away for a learning activity, please ensure that their book is annotated 'absent', dated and WILF/SC is attached where possible.
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- ✓ **Formal reports and letters should be typed using the Arial font (size 14)**