Handwriting and Presentation Policy
Reviewed September 2019

When communicating ideas in writing it is important that pupils use a handwriting style which is fluent and legible. The importance of handwriting should not be underestimated. It is vital pupils can write quickly, comfortably and legibly as this is a skill needed in many curriculum areas. Pupils' self-esteem is also heightened when they are able to take pride in their handwriting.

Aims and Purposes

- To develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.

- To foster a positive attitude towards writing.

- To establish and maintain high expectations for presentation of work.

- To ensure that pupils' recorded work is of real value to their learning.

Provision for Handwriting

The academy will use the 'Penpals' handwriting style and progression (see appendix 1).This will be displayed prominently in all classrooms. We will operate a 'pen licence' scheme in order to enhance our high expectations.

Handwriting will be explicitly taught every day in accordance with the academy's timetable from Reception to Year 6. Our high expectations for handwriting and presentation will be upheld across all curriculum subjects.

Teachers and support staff will act as a model when writing on the board or marking work, using a fluent joined style with accurate letter and number formation, as appropriate to the pupils' level of development.

All text displayed throughout the academy environment, whether written or typed, will also model high expectations for handwriting and presentation. Typed text should predominantly use the Sassoon font which can be downloaded from the multimedia drive, as this is in line with the Penpals program.

Attention to posture and seating arrangements is important. Pupils who write with their left hand face particular difficulties and teachers need to be aware of this. Left handed pupils should either sit next to other left handed pupils or on the left side of a right handed pupil to avoid bumping arms or smudging work.

Pupils who display specific difficulties with handwriting will have these addressed through such resources as slanted writing boards, rubber pencil grips, using alternative writing media, etc. Individual cases may be referred to the Inclusion Team, where necessary.

Incorrect letter/number formation will be addressed through marking and feedback as appropriate to the developmental level of the pupil as well as through daily handwriting practise.

Expectations for Presentation

It is very important to achieve consistency towards presentation of work across the academy. The following guidelines will be used to ensure this consistency, taking into account the age and ability of pupils as appropriate:

English

Pupils will write in pencil until they demonstrate sufficient ability to write fluently and legibly, thus earning a 'pen licence'. Pen licences will be renewed each academic year, in order to reinforce and maintain high standards of presentation.

Pupils will only use pens provided by the academy. Biros or gel pens should not be used (unless they are appropriate to a specific task, such as writing a greeting card).

All work in English books will be dated with the full date (e.g. *Monday 2nd September 2019*) and will have a title (e.g. *Mystery Stories*). The pupil will write the date and title unless they are unable to or it is too time consuming for the pupil. Where this is the case, the date and title will be printed for that pupil.

Mathematics

Pencil should always be used for Mathematics work.

Any lines drawn will be done so with a ruler and where shapes are drawn they should be accurate, using appropriate mathematical knowledge and resources. Lines and shapes should also be drawn using the squares within the books as guidelines, where appropriate.

Numbers should be formed in the following way, in line with Penpals:

One needs to be written as a I

Three should be curved 3

Four should be an open number 4

Five to be formed by starting at the top right corner 5

Seven should be presented without a horizontal line 7

Eight should start at the top and be one fluent shape 8

All work in maths books should be dated with the short date (e.g. 02.09.19) and titled (e.g. *Written methods – division*). The pupil will write the date and title unless they are unable to or it is too time consuming for the pupil. Where this is the case, the date and title will be printed for that pupil.

Published Work

Display of writing could take the form of a class book or work displayed throughout the classroom. Pupils will be encouraged to redraft written work for display, understanding the purpose and audience for which they are writing.

Any written work displayed will be of the highest standard for that individual pupil. A pen will only be used for pupils who have a pen licence. Teachers must ensure that published work is representative of the whole class, demonstrating the highest standard for each pupil.

Books

All books should have a printed label on the front with the pupil's full name name, the subject of the book and the class name.

Pupils are expected to keep their books well presented. They should not 'doodle' on the front cover, or on the pages inside. Books which are not kept well-presented may be remedied through the use of an eraser or pupils should be asked to re-write work on paper to be stuck over messy work – unacceptable presentation must be rectified and doodles removed. Inadequacies of presentation will be addressed through marking and feedback. At no point, should pages be torn out of books by either pupils or teachers.

Felt tip pens should not be used in pupil books.

Home Learning

Parents will be encouraged to support their children to produce high quality work following the handwriting and presentation policy guidelines. Pupils will be expected to take the same care with home learning as they do with their class books and the same standards will be expected.

Pen Licence

To be awarded a pen licence you must always:

- Sit letters on the line with appropriate ascenders and descenders

- Form letters in a consistent size

- Represent and use upper and lower case letters accurately

- Present letters in the correct orientation

- Form letters accurately

- Have a tripod grip

- Include appropriate finger spaces

- Write in a legible style

- Demonstrate a fluent, joined script using letter joins that have been taught

Class teachers should identify pupils who they feel have reached the required standard for a Pen Licence. Pen Licences will then be awarded to pupils by a Senior Leader and presented in assembly on a Friday. Pupils will need to maintain a high standard of presentation to retain their licence.

Pen Licences will be renewed each academic year.

When a Pen Licence is awarded, a certificate will be presented to the pupil.

Please note that it may be appropriate for a specific child to use a supportive pen although they do not hold a pen licence. This will be agreed by the SENDCo.

Pen Licence Certificate

This is to certify that

has reached the required handwriting standard
and can now be granted an official Pen Licence

Congratulations!

Signed: Date:

Policy Status and Review

Written by:	Executive Principal
Owner:	Principal
Status:	Approved
Approval date:	September 2018
Review date:	September 2019 – completed. September 2021

1) Appendix 1

Joining letter sets for Y1/P2

diagonal join to ascender
This join is used to join letters in this box …

to letters in this box.

| a c d e h i k l m n t u | b f h k l t |

diagonal join, no ascender
This join is used to join letters in this box …

to letters in these boxes.

| a c d e h i k l m n t u | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join, no ascender
This join is used to join letters in this box …

to letters in these boxes.

| o v w | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join to ascender
This join is used to join letters in this box …

to letters in this box.

| o v w | b f h k l t |

break letters
These letters do not join.

These letters do not join yet.

| g j x y z | b f p r s q |

* anticlockwise letters

Joining letter sets for Y2/P3

diagonal join to ascender (e.g. *at*)
This join is used to join letters in
this box . . .   to letters in this box.

a c d e h i k l m n s t u		b f h k l t

diagonal join, no ascender (e.g. *da*)
This join is used to join letters in
this box . . .   to letters in this box.

a c d e h i k l m n q s t u

e i j m n p r u v w y
*a c d g o q s

horizontal join, no ascender (e.g. *wo*)
This join is used to join letters in
this box . . .   to letters in this box.

f o r v w

e i j m n p r u v w y
*a c d g o q s

horizontal join to ascender (e.g. *oh*)
This join is used to join letters in
this box . . .   to letters in this box.

f o r v w		b f h k l t

break letters
These letters do not join.   These letters do not join yet.

g j x y z		b p

* anticlockwise letters

Joining letter sets for Y3/P4

diagonal join to ascender (e.g. *at*)
This join is used to join letters in this box . . . to letters in this box.

| a b c d e h i k l m n p s t u |

| b f h k l t |

diagonal join, no ascender (e.g. *da*)
This join is used to join letters in this box . . . to letters in this box.

| a b c d e h i k l m n p q s t u |

| e i j m n p r u v w y |
| *a c d g o q s |

horizontal join, no ascender (e.g. *wo*)
This join is used to join letters in this box . . . to letters in this box.

| f o r v w |

| e i j m n p r u v w y |
| *a c d g o q s |

horizontal join to ascender (e.g. *oh*)
This join is used to join letters in this box . . . to letters in this box.

| f o r v w |

| b f h k l t |

break letters
These letters do not join.

* anticlockwise letters

| g j x y z |

Joining letter sets for Y4/P5

diagonal join to ascender (e.g. *at*)

This join is used to join letters in
this box . . .

| | to letters in this box. |

| a b c d e h i k l m n p s t u | b f h k l t |

diagonal join, no ascender (e.g. *da*)

This join is used to join letters in
this box . . .

to letters in this box.

| a b c d e h i k l m n p q s t u | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join, no ascender (e.g. *wo*)

This join is used to join letters in
this box . . .

to letters in this box.

| f o r v w | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join to ascender (e.g. *oh*)

This join is used to join letters in
this box . . .

to letters in this box.

| f o r v w | b f h k l t |

break letters

Joins are not made from
these letters.

Joins are not made to or from
these letters.

| g j y | x z |

* anticlockwise letters

Joining letter sets for Y5&6/P6&7

diagonal join to ascender (e.g. *at*)

This join is used to join letters in this box . . .

to letters in this box.

| a b c d e h i k l m n p s t u | b f h k l t |

diagonal join, no ascender (e.g. *da*)

This join is used to join letters in this box . . .

to letters in this box.

| a b c d e h i k l m n p q s t u | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join, no ascender (e.g. *wo*)

This join is used to join letters in this box . . .

to letters in this box.

| f o r v w | e i j m n p r u v w y |
| | *a c d g o q s |

horizontal join to ascender (e.g. *oh*)

This join is used to join letters in this box . . .

to letters in this box.

| f o r v w | b f h k l t |

break letters

Joins are not made from these letters.

Joins are not made to or from these letters.

| g j y | x z |

* anticlockwise letters