



Handwriting and Presentation Policy

Article 28 – ‘Every child has the right to a good quality education’

Aims:

- To raise standards in handwriting.
- To have a consistent approach when teaching handwriting and presentation.
- To adopt a common approach towards handwriting by all adults when writing in children’s books, on the IWB or on displays/resources.

For Children to:

- Achieve a neat, legible style with correctly formed letters in a cursive handwriting.
- Develop a flow and speed.

Entitlement and curriculum provision:

Handwriting is to be taught through short, focussed sessions which may be linked to spelling, grammar or phonics objectives.

Teachers/adults will:

- Teach the skill of handwriting explicitly.
- Accurately model the Sheffield Structured Scheme
- Provide resources and an environment which promotes good handwriting
- Observe pupils, monitor progress and determine targets for development
- Have the ‘Handwriting letter formation’ reference poster up in the classroom and refer to it often

Presentation

Title of work in books:

- Titles or learning objectives (Walt) should be written in their books for each piece of work, underlined with a ruler and aligned to the left (next to the margin)
- Date of work will be written for each piece of work; Numeracy written in digital form, Literacy and all other if full, underlined with a ruler and aligned to the left.
- For children who struggle with their handwriting the adult may write it in their books for them or print it out and stick it in.

General Presentation:

- Errors should be crossed out with a single line
- All drawings and diagrams should be in pencil
- Gel pens should NOT be used in exercise books unless directed to by the adult
- Maths – one digit per square OR use squares and lines

- Children should be taught where to start a new piece of work. Children will start a new page when there are only a few lines left; otherwise they rule off and use the same page.