



## Handwriting and Presentation Policy

### Introduction

Our school is dedicated to preparing our children for their adult life beyond formal education and ensuring that it promotes and reinforces British Values to all our children. We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

### Aims

- To enable children to be aware of expectations and so avoid confusion
- To offer a common approach so increasing the child's security and reducing the waste of unnecessary time
- To encourage children to work neatly and accurately, communicating ideas on paper so that others can read them
- To value children's work and to encourage the children to take pride in their own work
- To give structure and help to those children with spatial awareness difficulties

The school policy is to develop a cursive style of handwriting. Full cursive script has every letter starting on a line with an approach stroke and every letter is joined. It is not our aim to produce identical handwriting throughout the school, but to ensure that each child develops a cursive style that reflects their character and maturity in a legible way.

Activities to develop manipulative skills, manual dexterity and hand-eye co-ordination are practised. The children experience exercises in freedom of movement in hand, arm and shoulder, left to right fluency, and simple patterns. Emphasis is placed on holding the writing tool in the correct tripod manner and any letters taught are practised in the correct formation.

### EYFS

Pre-writing activities continue to be practised. An information pack containing an example of each letter, how to hold a pencil and the correct sitting position is given to each child as they enter the Reception Year. Children in Kindergarten write in print letters, and only when they are forming all of their letters confidently and correctly, they progress to learning pre-cursive letter writing. All children joining Reception are taught to use pre-cursive writing that is not joined. Pre-cursive letters have a lead-in entry stroke so that every lower-case letter starts on the line, which prepares children to join their letters in Year 1, or when they are ready.

### Year 1

Correct formation of letters continues to be practised leading to the joining of groups of letters before proceeding to fully cursive writing when the child is ready.

### Year 2

Handwriting is practised with guidelines for correct size and spacing.

### **Years 3 – 6**

Continued practice of cursive script. It is expected that all children should be writing in pen by the end of Year 3. The school recommends the following three handwriting pens: Berol, Stabilo and Pentel. Children are encouraged to find a pen that they like and stick with it.

Greater emphasis is placed on presentation, fluency and speed. Fountain pens can only be used from Year 5 and only when agreed by staff. Tippex is not allowed and ink eradicators are used at the discretion of the teacher.

### **The Common Approach**

- Children should be guided to write the date on the left-hand side of the page
- The top line on a page should be used
- From Year 3, the children are introduced to 'DUMTUM' to begin all their work (date, underline, miss a line, title, underline, miss a line)
- Children should be encouraged to use paper and books sensibly, not leaving enormous gaps or leaving out pages
- Children should be made aware that it is unacceptable to deface any book
- Spelling corrections should be done in accordance with the Spelling Policy
- Highlighting, coloured pens and felt tips may be used only with staff guidance and direction.

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**Revised:** August 2019, June 2020, June 2021, June 2022, June 2023, May 2024

**Next review date:** June 2025

**Person Responsible:** Mrs Louise Beach (Head of English)