

Stonelow Junior School

Handwriting and Presentation Policy



Date	Review	Responsible	Named Governor
September 2018	September 2019	Headteacher	Dianne Webster
September 2021	September 2023	CR / EC Changes made: Statement about not insisting on a continuous cursive script Updated comments about upper and lower key stages	Dianne Webster
Nov 2023	Nov 2025	CR / EC Amendment made to pen licence at the beginning of each academic year	David Howell

Aims

- To have a consistent cursive approach across the whole school to ensure high levels of presentation.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.
- Children to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Children to develop fluency and speed whilst writing, so that eventually the children are able to write the letters with confidence and correct orientation.
- To have whole school presentation expectations.
- For children to be able to choose the writing implement that is best suited for the task

Teaching and Learning

- As recommended by the British Dyslexia Association, we adopt a continuous cursive style of writing.
- Teachers and Learning Support Assistants model the agreed cursive style when modelling writing both in class, on displays and in feedback in books.

Our agreed cursive style is as below:



The National Curriculum for English does not provide guidance on **how** it should be taught. It does not specify a particular font style.

We will encourage this cursive script, but our main focus will be for children to have a neat and legible writing style, with clear ascenders and descenders and writing on the line, by the margin. We will not insist on a continuous cursive style.

The letters will be taught in the following order/groups:

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

Key Stage 2

- At KS1, we know that handwriting sessions are taught each week and our work in KS2 is a continuation of this.
- Within KS2 at our school, every class will have a specific handwriting sessions, either in a specific handwriting sessions or throughout English lessons.
- In handwriting sessions, spellings, relevant key vocabulary or sentences/paragraphs related to core texts will be modelled by an adult then practised by children.
- Specific lined paper is used for handwriting sessions/exercises. Gradually children will also practise the transfer of the skill taught onto non-specific lined paper.
- Children may have a separate handwriting book.

Lower Key Stage 2

- Pupils will be taught to use the horizontal and diagonal strokes that are needed to join letters and understand which letters, when adjacent to each other, are best left un-joined.
- Pupil will be taught to increase the legibility, consistency and quality of their handwriting [eg – ensuring that the downstrokes of letters are parallel and equidistant, and that the lines of writing are spaced sufficiently so that ascenders and descenders do not touch.

Upper Key Stage 2

- Pupils will be taught to write legibly, fluently and with increasing speed by:

Choosing which shape of letter to use when given choices and deciding whether or not to join specific letters.

Choosing the writing implement that is best suited for a task.

Posture

- Chairs and desks within classrooms are matched to children's age and height.
- Ideally, children's backs should be straight and feet resting on the floor. A right-handed child should have their book slanted to the left. For a left-handed child the book should be slanted to the right. Although we do recognise that children may have their own comfortable writing position.
- Always make sure that the hand which is not holding the pencil or pen holds the paper.

Implements

- Children use a standard HB pencil, well sharpened.
- When a class teacher deems a child ready (the correct cursive handwriting style is seen consistently in all books) within KS2, they get a pen licence. **At the beginning of each academic year this will be reviewed and 'reset' as we recognise that a six week break can impact on a child's handwriting.**
- They will be provided with a special handwriting pen. By February half term, all children in Y6 will be given a handwriting pen in preparation for secondary school.
- There may be times when a child needs to return to pencil and given the support and encouragement to regain their pen. The pen is a privilege and handwriting and presentation must be maintained to use one.
- A pencil is always used within maths regardless of whether children have a pen licence.

Whole school presentation non-negotiables

- The date of the lesson will always be recorded in words and numbers (e.g. Monday 12th October 2021) apart from in Maths books where the short numerical date can be used (e.g. 12.10.21). This is on the top line of the page, starting from top left corner.
- The Learning Intention (LI) and date will always be underlined using a ruler.
- Numbers for questions will be in the margin.
- Errors in pencil should be rubbed out and errors in pen should have one neat line through.
- All sheets are trimmed to fit the page and glued in.
- Children will self-mark and peer mark in pink pen. The expectation for presentation remains the same.
- Teachers will mark in green and purple modelling the same cursive handwriting style. Presentation expectations are the same.

Planning

During writing sessions, children will apply taught formations to letters, words or parts of text relevant to their current learning. For example, they may practise the letters from their current phonics focus, the letter strings used in their weekly spellings, key vocabulary related to core texts or use parts of text from reading or literacy texts.

There is no expectation that formal written plans are on the server. Books will be used as evidence for the progression of handwriting.

Equal opportunities and Special needs

All children must have the opportunity and the encouragement to reach their full potential regardless of race, creed or sex. Children with Special Educational needs, where necessary, will be provided with specialist equipment such as pencil grips, wider ruled lined paper or alternative coloured paper. Children may also have the opportunity to use iPads to rehearse specific letters. Intervention is available for children who experience significant difficulties to practice pre-writing skills and fine motor coordination.

Assessment, Monitoring and Moderation

Within Key Stage Two, handwriting is assessed as part of children's writing assessments on a termly basis. Monitoring will be done across all subjects and books. Moderation of presentation and handwriting will be done as part of staff meetings. If children have produced a piece of work unusually untidy for them, a task may be set to re-write part of their work, showing their usual presentation.

Handwriting and presentation will be commented on when books are marked. Live feedback in the lesson will encourage pupils to make corrections and improvements.

Homework

Children are encouraged to use the cursive script in all written home learning. The same presentation and standards expected of homework will be the same as school work.