



Christ the King Catholic Primary School



Christ be our light and our guide

Our Vision: To provide an outstanding Catholic education with Christ as our light and our guide.

Handwriting and Presentation Policy

Date	Review Date	Coordinator
September 2018	September 2019	M Ryan/ H Lickess

Rationale and Aims

The purpose of this policy is to set out a whole school approach to presentation and the teaching of handwriting that has been agreed by the whole staff. It provides guidance for all staff, new and experienced and it will underpin the continued development of the academy as a learning community.

Section A – Aims

- To raise standards in writing across the school.
- To have a consistent approach to handwriting and presentation across EYFS, Key Stage One and Key Stage Two.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard, on displays and resources.

For pupils to:

- Achieve a neat, legible style with correctly formed letters in the adopted cursive handwriting style.
- Develop flow and speed whilst writing, so that eventually the children are able to write fluently and with confidence.

Section B – Strategy for Implementation

Entitlement and curriculum provision

Handwriting is to be taught regularly through short, focused sessions and may be linked with spelling, grammar or phonics objectives. Teaching generally occurs outside English

lessons in KS2, but handwriting should be seen as an integral part of to learning how to write in EYFS and KS1.

Teaching and Learning

Handwriting is a skill which needs to be taught explicitly. Since handwriting is essentially a movement skill, correct modelling of the agreed style by the teacher is very important; it is not sufficient to require pupils to copy models from a published scheme or worksheet.

The role of the teacher:

- To follow the school policy to help each child develop legible and fluent handwriting.
- To provide direct teaching and accurate modelling.
To provide resources and an environment that promotes good handwriting.
- **To observe pupils, monitor progress and determine targets for development.**

Continuity and Progression

Formal handwriting is taught through the use of the school cursive handwriting style which acknowledges handwriting is a developmental process with its own distinctive stages of sequential growth. This will be adapted by the teacher to include the adopted cursive styles of joining until a cursive scheme is found.

Five stages are identified and these form the basic organisational structure of the scheme.

1. Readiness for writing: gross and fine motor skills leading to letter formation
2. Beginning to join
3. Securing joins
4. Practicing speed and fluency
5. Presentation skills

Foundation Stage

The emphasis at this stage is with movement and fine motor skill development. Letter formation (cursive - starting at the right entry point and then moving in the right direction) learned at this early stage becomes automatic and has a profound influence on later fluency and legibility. Pupils are to be taught to use lead-in and lead-out strokes, following agreed policy, as soon as they are ready for letter formation. (For agreed letter formation please see **Appendix 1**).

To aid movement, close attention is given to pencil grip, correct posture, the positioning of the paper and the organisation of the writing space. Teachers are vigilant to ensure that bad habits do not become ingrained and that the specific needs of left-handed pupils (for example, additional tracking and tracing of letters at the pre-writing stage) and those with special educational needs are met.

Key Stage 1

Building on the Foundation Stage, pupils at Key Stage 1 develop a legible style and begin to use fully cursive handwriting in Year One, but they are not expected to join. Height and formation should be well developed in Year One in cursive style. The children are expected to begin joining during Year 2. This is dependent on ability not the age of each child. This is achieved in Year 1 by developing a comfortable and efficient pencil grip and by practising handwriting in conjunction with spelling and independent writing. Correct letter orientation, formation and proportion are taught in line with the school's agreed handwriting style. This continues in Year 2. It is expected that the vast majority of children will be joining by the end of Key Stage 1. Handwriting practice is to be carried out in separate handwriting sheets and these are placed into English books. It is to be modelled and expected in all writing in all books.

Key Stage Two

The target for children in Key Stage Two is to produce a fluent, consistently formed style of fully cursive handwriting with equal spacing between the letters and words.

- Children will have regular handwriting sessions using appropriate prepared resources, in the agreed handwriting style. Handwriting practice is to be carried out in handwriting books but handwriting following the agreed handwriting scheme is expected to be used by pupils in all books and across all lessons.
- Children will write with pencils until the class teacher assesses that they are joining competently and consistently. When each teacher feels a child is confident and controlled they will be able to use pen. Children will use a pen to complete the majority of class work, where appropriate using a fully cursive style.
- Pencils will be used in all Mathematics work and for drawing and completion of diagrams in Science.
- All children in Key Stage Two will use the agreed cursive handwriting style in all lessons.
- Exemplary work in Year 6 – children will be given a red pen to underline when they consistently produce exemplary work

Section C - Presentation Guidance

Children's work

Book covers should indicate:

- Child's name
- Class and Year Group
- Subject
- Children should not write on the covers of their books

Date of work in books:

- Year 1 date and Can I... completed by the teacher.
- Year 2 date only – not underlined. Can I question used.
- Ks2 -Full written date in all books except Mathematics when the number date format will be used. Date is written on the top line, right aligned and underlined with a ruler in KS2.

Title of work in books (from Year 3):

- Titles or learning objectives should be written in all books for each piece of work, underlined with a ruler and aligned to the centre of the page. Titles can be a generic for the whole class.
- For younger children, teachers are encouraged to work towards this standard as soon as children are able.

Underlining:

- When underlining a ruler should be used at all times.

Handwriting:

- All staff to teach cursive from Reception onwards
- In EYFS a “preparation” for handwriting approach is taken with a range of activities related to art and P.E.
- The cursive font should be on display in the classroom and available on the table for pupils to access (resources saved in staff shared handwriting). Teachers will model and teach letter formation as part of phonics lessons.
- From Reception onwards the scheme gives clear and specific guidance about letter formation, letter joining, and advice for left-handed writers.
- All children should write in pencil in their books until teachers are satisfied that they can consistently write in a fluent cursive style in order to receive a pen.
- Children will be given a handwriting pen for use in their own work in school, except for Mathematics where all work must be completed in pencil. Children are to write in blue ink only.

General presentation:

- Children should use colour pencils when illustrating work in books. Teachers should encourage a good and high standard of presentation in all work across all subjects.
- Errors : should be crossed out with a single pencil line and a ruler in Year 4,5 and 6, in KS1 and Year 3 *children to use a small 'x'*.
- Children may use rubbers at the teachers' discretion in KS2 but not in KS1. However, **no** ink erasers may be used.
- Teachers are to mark work in books following the schools marking policy.

Teaching Boards (e.g. whiteboards and Interactive Whiteboards) and Resources Date:

- Full date (for English) and number date (for Mathematics) underneath, both left aligned and both underlined with a ruler in KS2.

Title of work:

- Centre aligned and underlined – in KS2 only

Handwriting:

- Teacher should **model the agreed cursive handwriting style** whenever they are writing for the class.

Section C – Monitoring and Review

Policy agreed:

Last Review:

This Review:

Signed Head of School.....

Signed Chair of Local Governing Body.....

Appendix 1

Agreed letter formation for cursive writing

How to write letters

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

Appendix 2

Font name from Join-It

CCW cursive writing or XCCW joined 1a available through all Microsoft programmes in school.