



**Scargill Church of England Primary School**

# Handwriting and Presentation Policy

Date policy approved:

Date of Review:

April 2024

**Aims:**

At Scargill School our aim is that every child should be enabled to develop a fluent legible style of handwriting. Capital and lower-case letters should be used appropriately and the letter size should be consistent. We will provide opportunities for children to develop, practise and perfect skills and provide targeted support to any child experiencing difficulty.

**Implementation:**

Handwriting will be taught for 15 mins daily in Reception and Key Stage 1. It will be taught discretely for 15 mins 3 x weekly in year 3 and 4 and 10 mins 3 x weekly in year 5/6

In the Reception handwriting will be implemented as follows:

Children will develop hand eye co-ordination, gross and fine motor skills to support handwriting.

Parents will be given opportunities to support their child to practise their letter formation at home. Teachers will send home materials to enable parents to do this.

Children will use a range of tools to develop drawing lines and circles using gross motor skills e.g. swirling ribbons, batting balls, painting.

Children will use a range of materials to develop fine motor skills e.g. wax crayons, markers, pencils, sponges, chunky brushes, cotton wool balls, shaving foam, finger paints, etc.

Children will practice manipulative skills e.g. cooking, playing with constructions, threading and playing instruments.

Children will use variety of tools and paper, indoors and outdoors for purposeful writing. e.g. role play, labelling, making cards.

Children will physically develop the movements of letter shapes using gross motor skills (linked to music and sounds) to gain confidence with the basic movements and flow of writing.

Children will be introduced to letters in line with their Little Wandle Phonic scheme

Handwriting will then continue following formation groups: cadg / qoes / filt / uijk / unmh / bpvw / xz

It will then develop to writing cvc words, digraphs, trigraphs, numbers and then simple sentences.

In years 1 – 6, children are taught using Nelson Handwriting. It is vital that teachers model Nelson font to the children, and explicitly teach letter formation and joins in each of these sessions.

Reception and Key Stage One pupils will write in pencil. Key Stage Two pupils will write in pencil until they enter year 5 when they will transition to using a pen.

### **Teachers and Teaching Assistants should:**

- Have high expectations; valuing work that is the child's best effort and supporting when it clearly is not
- Identify left handed children and make sure they have sufficient space in which to work
- Provide appropriate paper and pencils and/or pens (i.e. all pencils must be sharp and of a reasonable length)
- Model how to hold a pencil correctly using a tripod grip
- Reinforce how to form letters, using a variety of strategies and materials
- Reinforce how to join letters correctly from the Nelson Handwriting scheme
- Monitor children's progress through regular assessments and observations of how letters and numbers are formed
- Implement intervention for those children not forming letters or numbers correctly
- Encourage children to assume a correct sitting position in order to write - both feet on the floor etc.
- Where necessary, group children and provide differentiated tasks; engaging whole year teams in planning and support
- Modelling good handwriting; on the board, in marking children's work, displays, use Nelson handwriting font on teaching materials where possible etc

### **Children should:**

- Take pride in their work (All children)
- Learn to write clearly recognisable letters and form them correctly (EYFS and year 1)
- Know which letters join to others and which do not (Year 2 and KS2)
- Be able to join letters appropriately (KS2)
- Enhance speed and fluency in order to develop a legible individual style (KS2)
- Demonstrate correct letter formation and joins learnt in all handwriting across the curriculum (KS2)

### **English Presentation**

Presentation is a very important aspect of learning and allows everyone to look at your work clearly. At Scargill School we always present our work to the highest standards. If you finish

half way down the page, begin a new page. If less than half way down the page, leave five lines and rule off using a ruler. The long date should be written on the left hand side of the page and the Walt underneath. Underline both neatly with a ruler. (For some pupils, your teacher may type this on a sticker for you)

✓ Always make sure that your handwriting is neatly presented.

✓ When using a pencil, always make sure it is sharp.

✓ For any mistakes, a rubber can be used to rub out errors or a single straight line through the word. If work is written in pen and a mistake is made, draw one horizontal line using a ruler.

✓ If you are editing work, this should be done in purple pen and original work should not be rubbed out.

✓ Pages should not be missed out. However, if you miss a page by accident, you should return to that page as soon as possible and use it.