



Rationale

A consistently high standard of presentation and handwriting is promoted across the whole school and expected by all of our children and staff. We want to foster a sense of pride and respect in all of our work and show off our learning to others.

Presentation Across the School

- **Books are stored flat and in neat, tidy piles.** Plastic covers are provided for all exercise books that do not have the school logo on. Book covers to be cleaned regularly with wipes
- Children need to sit with a good posture when writing – feet on the floor, legs under the table, chair tucked in, supporting arm placed on table, head up etc (see Kinetic letters policy)
- All books are named with school labels and any new child's books will be labelled within 2 days.
- Work is completed in a sharp pencil or a mechanical pencil – children only use pen when handwriting is at the expected level as decided by the handwriting lead Cath Pryde or headteacher
- All diagrams or drawings are completed in pencil
- Dates and key words are underlined in pencil
- Crossing out when an error has been made is by a straight line ruled through the word/number or other mistake
- Rulers are used for **any** lines drawn in a book
- Felt tip pens are **not** to be used in any book
- Pencil crayons can be used in books for eg shading a reflection of a shape in maths or underlining key words in English. The children **must be taught** how to colour in, i.e. in one direction and decide how much pressure to put on the crayon.
- Tippex and correction pens are not to be used
- **Number date used in maths, word date in other books**
- There is no missing line between date and title of a lesson.
- Rubbers are only to be used under the supervision of an adult for single letters/numbers or words, never for whole sentences or paragraphs
- Rubbers may be used in drawing in maths, art, DT etc
- Write on the first standard size line in any exercise book (do not use the top open line)
- When writing question numbers/letters use a full stop not a circle or bracket eg. 1. a.
And write them in the **margin**.
- The children are issued with a school pencil each half term or a pen if their handwriting is at the set standard – see below. Children should not be bringing in their own stationary/ pencil cases – all equipment is provided by school.
- Handwriting should always be addressed when carrying out Over the Shoulder marking.
- Very limited use of worksheets stuck into books – items to be stuck into books should be cut to size so they do not overhang the page.
- **Children must be taught to treat ALL their books with the upmost respect and be proud to share them at parents evening.**

Pens

If a child is forming most of their letters correctly using kinetic letters they will be identified as 'On my way to a pen' this work should be taken to the next leadership meeting to be assessed for a mechanical pencil.

To get a pen licence, all letters must be formed correctly with flicks and snuggling. Sizing must be consistent with the Kinetic trees or relative to other letters, with grounding and approx. 2 letter spacing. There must be evidence of excellent handwriting across the curriculum to be considered for a pen licence including number formation in maths.

Books will be taken to Mrs Lowe or Mr Burton to be assessed for a pen licence.

Pen licences will then be issued in the next awards assembly.

Only school issued mechanical pencils and pens are to be used.

Homework

Encourage children to have the same pride in their work completed at home as they do in school and as a member of staff we must have the same expectations too.

Display

Celebrating children's work is of the greatest importance so any display around school should be of the highest standard.

Walls must be clutter free – if it is not pertinent to the current learning or is not referred to it should not be on display. Sit at a child's desk and visualise the room from their perspective – are things useful? Relevant? Can they be read at a distance? What is distracting?

Limit the amount of display stuck to the wall – the majority of items should have a place on a dedicated display board.

Display boards backed in Hessian with a double border that is the same throughout the room to reduce visual 'noise' - ensure that colours do not clash as this can overstimulate some children. Black and white is the preferred choice, but a black and pale pastel would work too.

KS1 and KS2 - Use of black card and chalk pens for displays to demonstrate kinetic letters – See KS1 for good examples

Working walls should be organised and tidy – See LKS2 for good examples - Use of large acetates over flip chart keeps working walls tidy

Non-negotiables:

- Names added to a child's piece of work
- Suitable title using black card and chalk markers or cut out letters
- Use of blutak or staples rather than tape
- Items added to the board are backed at least once
- Work and backing of work is cut to a square, straight edge – unless going for a curly look!
- Children are to follow an agreed format for presentation in maths and English, see appendix A

Handwriting (Kinetic letters policy is available in the polices/ curriculum folder)

The success of any handwriting and presentation policy is the explicit teaching of it and the consistency of approach and therefore we expect children to have teacher led handwriting sessions at least three times each week.

We use the Kinetic letters Handwriting programme which links as closely as it can to the phonic programme used in EYFS and KS1. The style chosen is the kinetic letters style. Each teacher led session must consist of teacher modelling and over the shoulder feedback throughout the 20 minute session.

Children's pencil grip must be correct and challenged if not held correctly. Orientation of letters and numbers and later joins must be modelled and challenged. Early Years, or children who have fine motor difficulties, will use sand,

foam and other materials to support them. Pencil grips or special pencils may be used where appropriate. Interventions are provided where necessary.

Handwriting should always be addressed when carrying out Over the Shoulder marking.

All adults must use the agreed Kinetic letters Handwriting style when writing on flip charts, boards or in books.

Pencils MUST be sharp

Pens are only issued when agreed with the handwriting lead, mechanical pencils are the next step in terms of progress from a standard pencil.

Layout in books

Each lesson will show the intended learning outcome as an ‘I can statement’ this will link directly to the knowledge/skill being taught from the TAF/ SOL

English/ Foundation

k k k k k k k k (letter patches are on the first line)

Thursday 1st September 2021

Geography (If topic state the subject) - I can explore as a reader

or

I can explore exclamation and question sentences

Question numbers go before the kinetic tree.

Worksheets are to be cut to size and should be lined up against the margin in a straight line – adults will need to do this for younger children.

Set high expectations for presentation in all books.

		1	1.	0	5.	2	1
T	L						
	1.						
	2.						

Pencil for all work

One digit per square

Date – 6 digits, underlined

Think and Link – TL in the margin

Question numbers in the margin followed by a dot

All subheadings underlined

Reasoning questions to be answered in full sentences using correct SPAG.

Ruled lines – fractions/ columns/ bars etc. MUST be in pencil, using a ruler and ON the line

Graphs/ charts/ pictorial representations – insist on precision

Any sheets must be cut to size and stuck directly next to the margin in a straight line.