



Presentation and Handwriting Policy

Aims of this policy

- To establish high expectations and pride in everything we do.
- To create a clear and consistent set of guidelines for the presentation of children's learning.

Expectations for staff

- All handwriting which is on display for the children should be neat and consistently formed, some of which should be Nelson Handwriting font.
- All children should be taught handwriting on a daily basis (usually as they arrive in their classrooms at the beginning of the school day) using the Nelson Handwriting scheme. Children in Year 2 will begin to learn joined handwriting. However, children will be encouraged to join digraphs in their phonic lessons at phase 3.
- In the foundation stage, handwriting should be taught using a variety of media (moulding material, sand, chalk, paint, interactive games and other tools) and children will usually start with finger gym, pencil holding practice and hand strength activities before moving onto letter formation.
- Learning Objectives (LO) should be printed using the label machines in NT print or cursive font.
- When sticking work/labels/headings in books, care should be taken to ensure they are straight and cut to size (no pieces of paper should stick out of the sides of books).
- The standards expected should be clearly displayed with examples from the children's work, and referred to regularly.
- Excellent presentation and handwriting are rewarded in the monthly awards.

Classroom organisation and resources

- Children should always have easy access to the appropriate equipment: good quality rulers, HB pencils, pencil sharpeners, blue or black handwriting pens and colouring pencils.
- Each room should have enough mini whiteboards and pens available for all the children.
- Children in Years 5 and 6 should be allowed to bring a pencil case but this should only contain suitable equipment.
- Children should not use felt tip pens in their exercise books (although they can be used on paper at the teacher's discretion).
- Rubbers should only be available at the teacher's discretion to rub out mistakes e.g. on drawings or graphs that cannot be easily crossed out.

Displays of work should:

- Reflect a range of abilities, celebrating individuals' best efforts.
- Have a clear title and explanation, which makes clear the learning that has taken place.
- Show the names of the children who have produced the work.

- Use a range of media to ensure the display is eye-catching, colourful and displayed to best effect.
- Remain attractive and tidy.

Presentation Standards

1. I will write or stick, the date at the top of my work on the right hand side; I will write the short date e.g. 27.08.24 in my Maths book and the long date e.g. Tuesday 27th August 2024 in my other books.
2. I will stick in (or write) the lesson objective at the top of my work on the left hand side (underneath the date).
3. I will miss a line before I write my title.
4. I will make sure the date and title are underlined, using a ruler.
5. I will start a new piece of work on a clean page but I will not leave whole blank pages in my books.
6. If I make a mistake I will put one neat line through it.