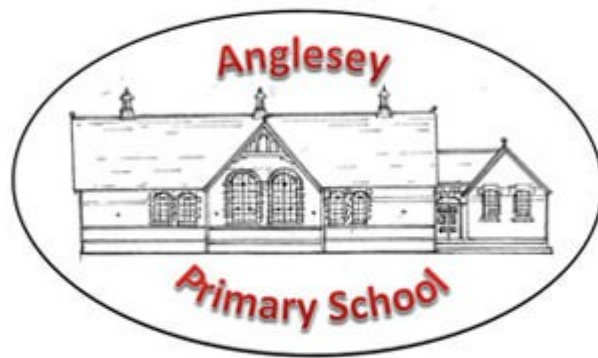


Anglesey Primary School



Presentation Policy

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Handwriting

At Anglesey Primary School we believe that neat, well-formed handwriting and the presentation of written work helps to raise standards. In addition, pupils should take pride and have a sense of ownership in their work.

Handwriting and the National Curriculum

We use Letter-join as the basis of our handwriting policy that covers all the requirements of the National Curriculum. With the introduction of new National Standard expectations (see appendix), the focus on handwriting is much greater, highlighting its importance and making the connection between a child's handwriting and their composition and spelling ability.

Aims

- To raise standards in writing across the school.
- To have a consistent approach across Early Years Foundation Stage (EYFS), Key Stage One (KS1) and Key Stage Two (KS2) when teaching handwriting and presentation of work throughout the school, leading to fully cursive writing, for most pupils by Y3.
- Pupils to achieve a neat, legible style with correctly formed letters in cursive handwriting.
- Pupils to develop fluency and speed whilst writing, so that eventually the pupils are able to write the letters with confidence and correct orientation in their independent writing.

Teaching and Learning

EYFS

The emphasis at this stage is with movement and fine motor skill development. Letter formation (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 taught to use lead-in strokes as soon as they are ready for letter formation.

KS1

Building on the foundation stage, pupils in KS1 develop a legible style. Y1 focus on pre-cursive letter formation. Opportunities to develop fine motor skills are continued using a range of practical resources. Y2 begin to develop a comfortable and efficient pencil grip and practise handwriting in conjunction with spelling and independent writing. Correct letter formation and relevant letter sizes are taught

KS2

The target for pupils in KS2 is to produce a fluent, consistently formed style of full cursive handwriting with equal spacing between the letters and words. When children have achieved legible joined handwriting in pencil, they will receive their pen license to use in all writing work in school.

- Within Y3 most pupils will start to use cursive handwriting
- In Y4, Y5 and Y6 pupils will use a handwriting pen to complete the majority of class work, where appropriate, and use a fully cursive style.
- Pencils will be used in mathematics or for drawing and completion of diagrams.

Presentation

- Pupil profiles need to be labelled with the pupil's name and year group. This label, which should be on the binder, should also indicate if the pupil is on the Pupil Premium and/or Special Educational Needs register.
- Pupils must not draw/scribble on the covers of their profiles, or any work in their profiles.
- The 'short date' will be used for numeracy. The 'long date' for literacy.
- Each piece of work should have the pupil's first and last name, the date and the objective.
- Pupils should cross mistakes out using a single line. No rubbers allowed unless it is a drawing activity.
- Only colouring pencils should be used to colour in.
- Wherever possible, numeracy work should be completed on squared paper and each digit should be written in a separate box to assist understanding of place value.
- Worksheets should be avoided and wherever possible, pupils should write on lined paper, with letters formed on the line.

Appendix

These are the National Standard handwriting descriptors for each year group:

Year 1:

- sit correctly at a table, holding a pencil comfortably and correctly
- begin to form lower-case letters in the correct direction, starting and finishing in the right place and form capital letters and 0-9
- understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these

Year 2:

- hold a pencil comfortably and correctly
- handwriting is legible with almost all lower case letters, capital letters and digits accurately and consistently formed and of the correct size, orientation and relationship to one another
- words are almost always appropriately and consistently spaced in relation to the size of the letters and some diagonal and horizontal strokes are used to join letters

Year3:

- handwriting is increasingly legible and consistent, including diagonal and horizontal strokes used to join letters, when appropriate

Year 4:

- Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another are best left un-joined. Increase the legibility, consistency and quality of their handwriting.

Year 5:

- handwriting is usually legible and fluent, including appropriate choice of letter shape, and whether or not to join letters; it is not always maintained when writing at efficient speed

Year 6:

- legible, fluent handwriting is mostly maintained when writing at sustained, efficient speed