

# Blenheim Primary School Presentation and Handwriting Policy

## Aims

The purpose of this policy is to produce a consistent approach towards the presentation of work throughout the school, across all of the subjects. Children should all be aware of the standards expected of them and know that this will apply during all lessons and with all members of staff.

## Handwriting

The teaching of handwriting and other presentation techniques will enhance children's work in all of the curriculum areas.

Teachers should:

- Use the school's handwriting font for all displays (when created electronically).
- Deliver two twenty-minute formal handwriting lessons using Penpals each week.
- Deliver an additional twenty-minute handwriting lesson to practise the skills learnt within the week, using live marking to ensure the letter formation is correct.
- Model letter formation and joins using Penpals.
- Include handwriting joins in success criteria, when composing writing.
- Expect consistent and accurate letter formation in all writing across the curriculum.
- Introduce pens for correctly joined handwriting from Y2.
- Develop the use of pens for writing in Y3 and Y4.
- Ensure pens are used correctly and consistently in Y5 and Y6.
- Provide pupils with opportunities for reflection on their own handwriting ability and know the steps they need to take to improve.

## Presentation

The presentation of work – both in written and pictorial form – will be of a high standard and be clearly set out in all subjects and topics throughout the curriculum.

Pupils should:

- Clearly write the date on all pieces of work (underlined in books).
- Record the short date in mathematics and the long date in literacy.
- Clearly write and underline the learning intention.
- Ensure that the date is on the right-hand side of the page and the learning intention begins on the left-hand side.
- Record one digit in each square in mathematics books.
- Cross out using a single ruled line.
- Use a ruler to draw straight lines.
- Use rubbers sparingly in Key Stage 2.

## Display

Pupils' work can be single-mounted in classrooms.

All work on display in shared areas must be double-mounted.