



English Martyrs Catholic Primary School  
*"where everyone is special"*



# P13: Handwriting and Presentation Policy

## Mission Statement

With Christ at the heart of our Catholic community,  
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service  
to God and each other

**Adopted by the school: October 2015**

**Review: As needed**

## **Introduction**

Handwriting and presentation are key skills; achieving to the highest standard in both allows children to communicate effectively, a vital skill in life. It is also of note that there is a correlation between good handwriting and spelling. As such, handwriting forms an important component of the Literacy curriculum, and is taught throughout the whole school following the Penpals scheme of work. The Penpals script is adopted throughout the school, and is, where possible, used in ICT presentations in order to further model the correct style. Staff adopt the script when marking and modelling writing to children.

## **EYFS**

We recognise that children will enter school with variant handwriting experiences. As such, early work focuses on building gross and fine motor skills, using Dough Disco activities, alongside mark making activities from the Penpals scheme. Children are taught to use the correct 'tripod' pencil grip. Alongside work in Phonics, children are taught the correct formation of letters using the Penpals scheme.

## **Key Stage One**

As children progress through Key Stage One, achieving a fluent and clear style, with correctly formed letters, is vital to success in Key Stage Two. Children continue to follow the Penpals scheme, which introduces groups of letters and joining, as well as motor activities. Handwriting is taught daily in brief sessions; the philosophy of 'little and often' is at the heart of practice. From Year Two, it is expected that children will write the WALT ('we are learning to') and date into their books at the start of a piece of work. This encourages pride in presentation. At times, children may use handwriting books with lined paper, in order to encourage correct sizing of letters. Pencils are used throughout Key Stage One, and children may use pencil grips if a particular need is identified. The school also has traditional handwriting exercise books for those children who may need them.

## **Lower Key Stage Two**

By the end of Year Two, children will have been taught joined up handwriting. As children move into Key Stage Two, they are expected to use a joined hand in all of their writing. Handwriting will continue to be taught, though this will become less frequent as the children get older, recognising that the basic skills should by now have been acquired. The Penpals scheme continues to support the children's learning, as does the use of lined paper when needed. In Year Five, children may be given a pen to use at the teacher's discretion; this reflects their increased fluency, and should act as a motivation. All children are expected to write the WALT and date on their work, underlining these with a pencil and ruler, and drawing margins when necessary.

## **Upper Key Stage Two**

It is expected that, by now, all children will have developed a fluent joined script, with correct letter formation and joins (with rare exceptions). Where this is not the case, the children will continue to be taught handwriting using the Penpals scheme, as part of an intervention group. Children will continue to be awarded pens, and may, at the teacher's discretion, use a fountain pen. Children are to be encouraged to consider their own presentation, and think about when different styles of writing

may or may not be appropriate.

At times in Upper Key Stage Two, it is noted that a child may be trying to develop a 'unique' style, as part of their growing sense of identity. We encourage the children to prioritise readability and clarity, and will continue to teach the Penpals style.

### **Presentation**

Clear presentation is key to effective communication. With this in mind, our policy is designed to foster clarity, neatness and a sense of pride in work.

### **Writing the date and WALT**

Children will record the day first, followed by the date, and then the month on the left hand side of the page (for example, Monday 3<sup>rd</sup> November). This is to be underlined using a ruler and pencil. On the next line, the children will write the WALT, and underline likewise. In Numeracy, the short date is to be used.

### **Paragraphing**

Children will begin writing at the margin, except when an indent is used to start a new paragraph. Although missing a line is acceptable for paragraphing on the computer, children are not to do this when writing by hand.

### **Pen use**

Once a child is using a pen, this is to be of handwriting quality (such as Berol, Stibilo etc.). Biro's are not acceptable, as they do not encourage neatness. Fountain pens are to be used at the teacher's discretion. All mathematical work, regardless of age, is to be completed in pencil.

### **Correction of mistakes**

When a child is writing in pen, and makes an error, this is to be crossed out with a single line, using a pencil and ruler. Tipex is not to be used. If work has already been marked, children are not to go back and change their original writing.

### **Editing of work**

All children are to be encouraged to edit their writing when complete; this encourages accuracy and create reflective writers. Editing is to be done in pencil at all times, so that the teacher and others can see where a child has decided to edit.