

Policy & Procedure



Handwriting and Presentation Policy 2024_{v1}

This policy was ratified by the Governing Body of Newcroft Primary Academy on 1st July 2024 and is reviewed as required.

Signed:

Chair of Governors

Date:

Non-Statutory Policy

Policy Aims

Our aims in teaching handwriting are that:

- All children should develop a fluent, joined and legible handwriting style.
- All staff use a clearly structured framework for the development of handwriting throughout the school.

Handwriting Style

A style of handwriting has been adopted that will allow a child to gradually develop clearly formed and correctly orientated letters. This will finally lead to a handwriting style that is joined and fluent.

We use the 'Penpals' scheme to help teach the sequence of handwriting in the appropriate order, following the school's handwriting medium term plan.

If a pupil arrives from another school with a joined, fluent handwriting style of their own they should continue with this style. Those who have not mastered a joined style should learn the Newcroft Primary Academy adopted style.

Guidelines

Children will be taught:

- Correct seating position – with particular reference to left-handed pupils
- Correct paper position
- Correct tripod grip
- Handwriting focussed lessons three times a week in Key Stage 1 and twice a week in Key Stage 2
- Year 6 - handwriting sessions from the Spring term each year are for specific groups of children based on teacher assessment.

Progression of handwriting throughout the school

In all year groups, teachers differentiate their use of Penpals Programme to meet the needs of the pupils, with the aim of at least teaching handwriting skills to the relevant level of Penpals for the year group.

Reception

- To use a variety of media (sand, paint brushes, crayons etc.) to develop the gross and fine motor controls necessary for pre writing skills.
- Sit correctly at a table and hold a pencil comfortably and correctly.
- To become comfortable with efficient pencil grip.
- Correct formation of lower case letters.

Year 1

- Reinforce work from Reception
- Hold a pencil comfortably and correctly.
- Form lower case letters in the correct direction, starting and finishing in the right place.
- Form digits 0-9 correctly
- Use spacing between words that reflects the size of the letters.
- Understand which letters belong to which handwriting families.

Year 2

- Reinforce work from Year 1.
- Form lower-case letters of the correct size relative to one another.
- Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters.

- Many pupils will begin using and practising basic handwriting joins. (Diagonal joins to letters with and without ascenders and Horizontal joins to letters with and without ascenders.)
- Children working within the GDS range for writing should be able to join their handwriting by the end of Year 2.
- Children from Year 2 onwards will be able to work towards their pen license.

Years 3 and 4

- Reinforce work from Year 2.
- To ensure consistency in size and proportions of letters.
- To ensure consistency in spacing between letters and words.
- Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Increase the legibility, consistency and quality of their handwriting.
- To build up handwriting speed, fluency and legibility through practise and application.
- Some pupils may be using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Children who have demonstrated the above will qualify for a pen licence.

Years 5 and 6

- To reinforce work from Year 3 and 4.
- Some pupils may be using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined.
- Write legibly, fluently and with increasing speed.
- To develop own handwriting style, ensuring speed, fluency and legibility.
- Some pupils may be able to use different forms of handwriting for different purposes.
- Choose the writing tool that is best suited for a task.
- Children who have demonstrated the above will qualify for a pen licence.


Maths Books

Pencils will be used in Maths books and errors will be rubbed out or crossed out and corrected in pencil.


Recognition of handwriting

Teachers will have the same high expectations of pupils' handwriting/presentation in all areas of the curriculum. Pupils will work towards a simple, clear 'menu' of expectations, leading to successfully achieving a pen license from Year 2 onwards. At the beginning of each academic year, pupils will start with a pencil and work through their menu to achieve a pen. This system enables the school to keep standards and expectations high of presentation and handwriting across school. The Head teacher, Deputy Head teacher and Assistant Head teachers will award the certificates below to children and will support them in understanding their next steps.

Menu Card




Improved Presentation




Producing

- ★ All letters are formed correctly
- ★ Correct spacing between all letters
- ★ Correct spacing between all words




Progressing

- ★ Letters sit, ascend and descend accurately
- ★ All letters are consistently sized
- ★ Beginning to legibly join



Perfecting

- ★ Ascenders and descenders are parallel
- ★ Diagonally joining letters
- ★ Horizontally joining letters
- ★ Beginning to develop own handwriting style



Date: Signature:



Pen Licence



Presented to _____

A licence to now write with a pen in class!

Awarded for consistently proving that:

- ★ Letters are all consistent in size and proportions
- ★ Ascenders and descenders are parallel to one another
- ★ Horizontal and vertical joins are consistent and legible
- ★ A handwriting style has been secured with pace and fluency



Pen License



Writing Award

has been recognised for

on from

Reception and Key Stage 1 Writing Award Certificate

This award is for children in Reception and Key Stage 1, written by their class teacher for making progress in writing. This may be for using finger spaces, capital letters correctly, forming ascenders and descenders correctly, or joining horizontal and diagonal joins. The detail is up to the teacher's discretion and is personalised for each child.

Staff Handwriting

Any adult's writing shared with children should be a model. All staff should aim to produce quality writing at all times.

Other expectations

All pieces of work in books are expected to be presented in the same way. This should be reinforced by teachers.

- Pupils are not to write on the top line in any book.
- All books should have a margin in, which is 2 squares wide in Maths books.
- All work should have a WAL stuck in.
- Question numbers should be in the margin.
- Any edits or improvements in English and writing books should be actioned in red pencil (KS1) or red pen (KS2)

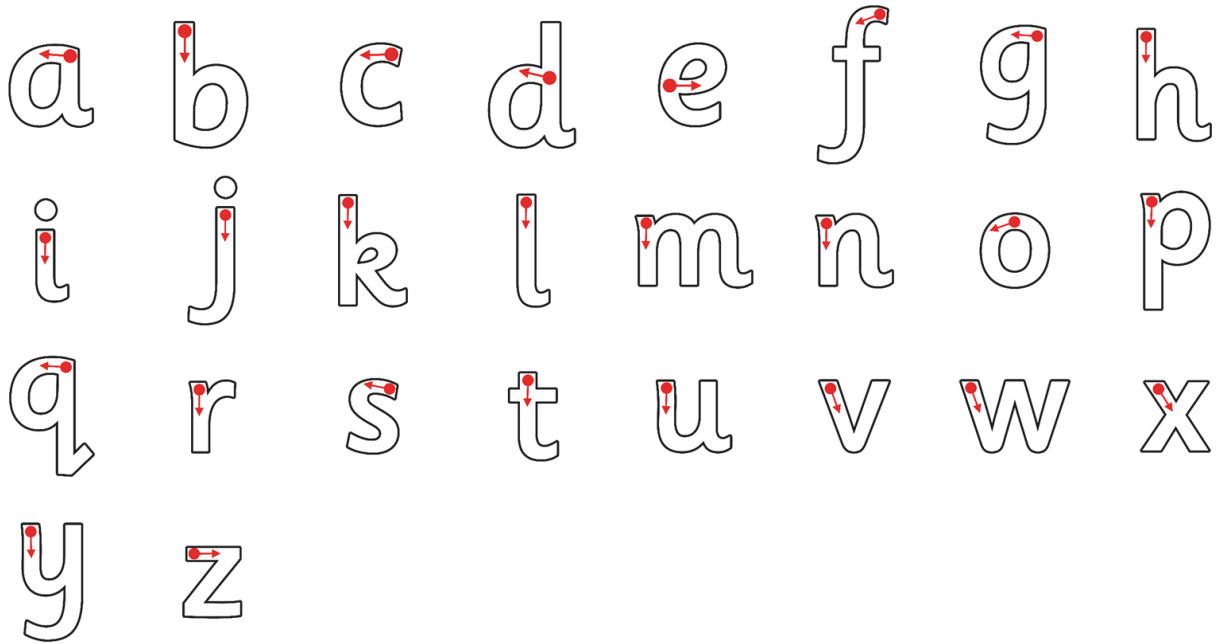
- Any improvements in Maths books should be actioned in pencil.

Monitoring and Evaluation

The teaching of Handwriting will be monitored through the lesson observations and book looks for all subjects.

Handwriting at Newcroft – LETTER FORMATION

Lower case letters:



Upper case letters:



Presentation of work

Please see the examples of expectations for presentation in written work and mathematics below:

Maths Presentation												
	1.	2	3	+	1	0	=	3	3			
	2.	$\frac{1}{2}$	of	1	2	=	6					
	3.			£	7	8	¹ 5					
			-	£	1	8	9					
				£	6	0	6					

Writing Presentation												
	1.	Hold your pencil or pen correctly.										
	2.	Do not write on the thick, top line.										
	3.	Keep your writing in line with the margin.										
	4.	Leave a visible space between each word.										
	5.	Leave a line before starting a new paragraph.										

Feedback Prompts												
	•	Pink dot to show an incorrect answer.										
	sp	Correct the spelling.										
	CL	Capital letters need to be added or corrected.										
	p	Punctuation needs to be added or corrected.										
	//	Start a new line or paragraph										
	()	Check and edit this for sense.										
	^	Add in a missing word.										

