



Kineton Primary School



Handwriting Policy

Handwriting

- At Kineton, we teach a cursive script from as soon as children are learning to write.
- Handwriting should be taught for at least 1 session a week in KS1 and in KS2 (for as long as it is necessary).
- Daily practice is advised.
- The Penpals scheme will continue to be used as a structure/cycle for teaching letters but joins will be taught earlier.
- Also, the majority of letters will be joined in a cursive style as shown below.
- Children will first be taught the formation of individual letters in Reception and as soon as they are ready, will be taught to join their letters together.
- Teachers must always model writing in the style expected of their pupils.
- When printing text, teachers should use either Sassoon primary infant or Lucinda handwriting depending on the children's developmental stage.
- **Books** - Each child should have a handwriting book. ESPO 129011 for Years 1 to 3, moving onto ESPO 90514 from Years 4-6.
- **Communication to parents** – it is expected that on a termly basis parents are informed of expectations of their child's handwriting. This may be through the guidance sheet at the book of each year group's Penpals book or through the termly newsletter.

Reward Scheme

- Certificates will be awarded weekly to the child who has shown the best presentation for the week and the child who has made the best effort.
- In addition, special handwriting awards will be given to those reaching the key developmental stages.
- **Bronze** - write in thin pencil and able to:
 - Hold a pencil with a three fingered grip
- **Silver** - write in pencil and able to:
 - Correctly form all letters of the alphabet when printing letters, both lower case and capital letters.
 - Form letters that are of the correct size and shape.
 - Cross out errors with a pencil line, and not a rubber.
- **Gold** - write in **blue** fibre-tip or gel pen and able to:
 - Correctly join all letters where appropriate across a range of writing
 - Form letters that demonstrate consistent size and spacing, including length and direction of ascenders and descenders.
 - Maintain an even pressure on the page.
 - Correct their mistakes by putting neat line through their error.
 - Demonstrate good layout of their learning, including DUMTUM with a ruler (date, underline, miss a line, title, underline, miss a line).
- **Platinum** - write in fountain pen and able to:
 - Write with a clear, fluent style
 - Use neat handwriting consistently across all areas of learning including their home learning.
 - Adapt their writing to a range of purposes for example CAPITALS or *italics*.

We are aiming for children to be proud of their learning, writing in a fluent, joined style of handwriting as early as possible.



Presentation Policy

Presentation Expectations

- 👤 Every piece of learning in a child's book should be of a good quality and pupils should be given sufficient time to finish it.
- 👤 Every piece should have a learning goal and title.
- 👤 **Pencils** – should always be used for underlining of the date and/or titles, drawing tables or drawing lines to labels
- 👤 **Date** - The long date will be recorded for literacy based tasks. The short date will be recorded for numeracy based tasks. (YR&1 – short date for both)
- 👤 There should never be any writing by pupil or adult on the outside of a book.
- 👤 Books should be labelled with stickers rather than by hand (spare sets are in the office or can be requested from Mrs Cole).
- 👤 Work will be ruled off, using a line on the page as a guide and with a ruler.
- 👤 **Corrections** Children will be taught to make corrections by drawing a single line through the error in pencil (even when writing in pen). Rubbers may be used when writing in pencil from Year 2 up. In Year R and 1 children will be supervised when using the rubber by an adult.
- 👤 **Worksheets** It is expected that worksheets are rarely used, if at all. If it is necessary to use a sheet, it should be clearly dated and titled then inserted neatly into relevant books. A4 sheets to be cut down to fit in A4 books without overlap and stuck in straight. In A5 books, worksheets to be folded in half only.

Presentation in mathematics exercise books

- 👤 Work will be done on squared paper.
- 👤 One digit will be recorded in each square.
- 👤 In key stage 2, pages will be folded lengthwise and where appropriately worked down in two columns.
- 👤 Questions should be identified with a number and a bracket i.e. 1)
- 👤 Problems should be well spaced on the page.

Presentation Checks

- 👤 Teachers should correct children's presentation if any element slips below the standard that can be deemed to be a child's best. If this is the case, pupils should be asked to rewrite any part of their learning.
- 👤 SMT will conduct weekly presentation checks and follow up with drop ins into classrooms.

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