



Newquay Junior Academy

Handwriting and Presentation Policy

March 2023

This policy was developed on: 8th March 2023
The policy will be reviewed on: 8th March 2025

At Newquay Junior Academy, we believe that neat, well-formed handwriting and presentation of written work helps to raise standards as the pupils take pride in and have a sense of ownership of their work. As an academy we are adopting the 'cursive' method of handwriting in Yr.3 and the rest of KS2 will continue with 'continuous cursive' until this is phased out.

There are four main purposes to this policy:

- To establish an entitlement for all pupils.
- To establish expectations for teachers of this subject.
- To promote continuity and coherence across the academy.
- To promote parents and carers' understanding of the curriculum.

Aims:

- To raise standards in writing.
- To have a consistent approach with our main feeder academy and when teaching handwriting and presentation of work throughout the academy.
- To adopt a common approach towards handwriting by all adults when writing in children's books, on the whiteboard or on displays / resources.
- For pupils to achieve a neat, legible style with correctly formed letters in continuous cursive handwriting.
- Develop flow and speed, so that eventually they can produce the letters automatically and in their independent writing.

Entitlement and curriculum provision

Handwriting should be thought of as a movement skill rather than a specific literacy skill. It should be taught regularly through short, focused sessions which may be linked with spelling, grammar or phonics objectives. Teaching should generally occur outside English lessons, although shared and guided writing also provides additional opportunities for the modelling and monitoring of handwriting.

Teaching and Learning

Handwriting is a skill which needs to be taught explicitly. Since handwriting is essentially a movement skill, correct modelling of the agreed style by the teacher is very important; it is not sufficient to require pupils to only copy models from a published scheme or worksheet. All members of staff (including Learning Supports, supply teachers and students) are provided with appropriate handwriting models and are expected to promote the agreed handwriting style by their own example.

Continuity and Progression

Key Stage 1

From September 2023, we intend to continue with the cursive approach which builds on the children's prior learning and handwriting development throughout the Foundation Stage and KS1 from our main feeder academy.

Key Stage Two

The target for children in KS2 is to produce a fluent, consistently formed style and size of fully joined handwriting with equal spacing between the letters and words. This expectation is for all children by the end of the Autumn Term in Year 3. It is not just an end of key stage requirement. **The 'at expected' grade cannot be awarded where cursive (joined) handwriting is not evident** except in very few cases.

- Teaching should begin with posture and pencil grip and familiarisation with cursive letter shapes via 'air writing'.
- Developing writers should have about fifteen minutes daily practice of hand movements, shape, line and letter drawing.
- All children will use either a pencil or ball-point pen (biro). This may include special grip pens for those with fine motor skill issues.
- Pupils working below KS2 levels should have the opportunity to practise 'sub-skills' required for good handwriting. E.g., straight lines, circles, finger writing, shape making and patterns.
- Numbers should also be included in handwriting practice.

Presentation guidance

It is essential that all children should have pride in their work and that it is set out well.

From Year 3, pupils must be encouraged to use a neat, cursive style in all written work.

- All written tasks should begin with the date. In English this should be written in the following way: Tuesday 10th September 2023. In all other subjects the short date can be written in the following format: 10.9.23.
- The date should be written on the first line and underlined. The next line should be missed and the Learning Objective should be written and underlined using a ruler.

Inclusion

Many pupils should be able to write legibly and fluently. However, some pupils will need additional support in class or in consultation with the SENDCo.

Thicker triangular pencils/pens, pen grips and wider lines will be used by children experiencing problems writing alongside other activities to develop their fine motor skills. Sloping surfaces and seat cushions to be made available to those with sensory or other physical issues.

All teachers are aware of the specific needs of left-handed pupils and make appropriate provision:

- paper should be positioned to the left for right-handed pupils and to the right for left-handed pupils and slanted to suit the individual in either case;
- pupils should be positioned so that they can place their paper to their left side.
- Left-handed pupils should sit to the left of a right-handed child, so that they are not competing for table space.

The Learning Environment

Children should be seated comfortably at a table which is approximately half their height. They should have sufficient room to write comfortably and be shown how to sit with good posture and to place their books at an angle of about 40 degrees.

Teachers display both handwritten and word-processed work to give a high profile to developing a neat, legible cursive style.

ALL adults to demonstrate cursive handwriting when writing on boards and flip charts, giving feedback in books etc.

Monitoring and Evaluation

- When undertaking book looks, co-ordinators will monitor all subjects for neat presentation and the use of legible handwriting.
- Where word- processing software such as Clicker is used, handwriting should continue to be taught and evidence must be shown of the child's progress in handwriting.

Resources

Teachers should have access to:

- [Teachhandwriting.co.uk](https://www.teachhandwriting.co.uk) (Cursive Website for Yr.3 from September 2023)
- [Teachhandwriting.co.uk](https://www.teachhandwriting.co.uk) (Continuous Cursive Website for all other year groups until phased out)
- Handwriting books for those children who need them.
- Display materials showing 'Ground, grass and sky' format (website, as before)
- Printed sheets showing letter formation and cursive joins.
- Thicker pen grips where needed.
- Sloping surface and special seat cushions where required.