



Presentation & Handwriting Policy

Policy Updated	February 2022
Policy Agreed	
To be Reviewed	As Required
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Signed	
Designation	

A. Children's work

1 Book covers should indicate:

- Child's full name.
- Class number and teacher's name.
- Subject.
- Year Group.
- Children should not write on the covers of their books.

2 Date of work in books:

- Full written date in all books except numeracy when the digital (short) date will be appropriate.
- For younger children, teachers are encouraged to work towards this as soon as the children can.
- Date is on the left side of the page and underlined with a ruler.

3 Title of work in books:

- Children do not need to write the learning objectives in their books for each piece of work.
- Titles should be on the left hand side of the page and underlined with a ruler.
- For younger children, teachers are encouraged to work towards this as soon as the children can.

4 Finishing work:

- Children should **not** underline a piece of work when they have finished. Space should be left for teacher's comments and children's responses (Self and Peer Evaluation Time).

5 Handwriting

- All staff to teach from the New Nelson scheme.
- **Handwriting as it is taught in RWI. The 'Get Writing Handbook' gives step-by-step teacher's notes on handwriting from basic letter formation to simple methods for children learning to join letters together. Handwriting is taught on its own for up to 10 minutes, 4 times a week.**
- In EYFS a "getting ready" for handwriting approach is taken with a range of activities related to other areas of development and curriculum.
- From Reception onwards the scheme gives clear guidance about letter formation, letter joining, and advice for left-handed writers.
- A wide range of Nelson materials are available in school.

- All children should write in pencil in their books until teachers believe that they write neatly enough to use a pen.
- Children will present work to the Deputy Headteacher or Headteacher when their handwriting is presented really well.

- Children will be given a handwriting pen for use in their own work in school, except for numeracy and art where all work must be completed in pencil. No other pens should be used.

6 General presentation

- Children should use pencil crayons when colouring work in books
- Teachers should encourage a good standard of presentation overall.
- Errors should be crossed out with a single pen/pencil line.
- Children may use rubbers as long as they are not making the children's books look untidy.

B. Teaching Boards (e.g. whiteboards and Interactive Whiteboards)

1 Date:

- Full date and digital date underneath – both underlined
- Both dates on the left

2 Title of work:

- On the left and underlined.

3 Handwriting:

- Teacher should **model the appropriate handwriting style** whenever they are writing for the class unless this makes it difficult for the children to read it.

C. Display

- There should be appropriate, current literacy and numeracy work on display in the classroom
- Displays should have clear titles and children's work should be named
- A range of borders, colours and styles is to be encouraged e.g. a balance of handwritten and computer fonts for titles
- Displays should celebrate and reflect recent work. Teachers should ensure that displays are changed regularly
- Classes will be responsible for some boards in other areas of the school
- Corridors should display a range of work from different year groups
- All subjects of the curriculum should be shown on displays
- Where there isn't a lot of display space, e.g. classrooms, displays in teaching areas should be used as tools for teaching and learning.
- Boards in corridors and halls can be used for celebrating completed work.