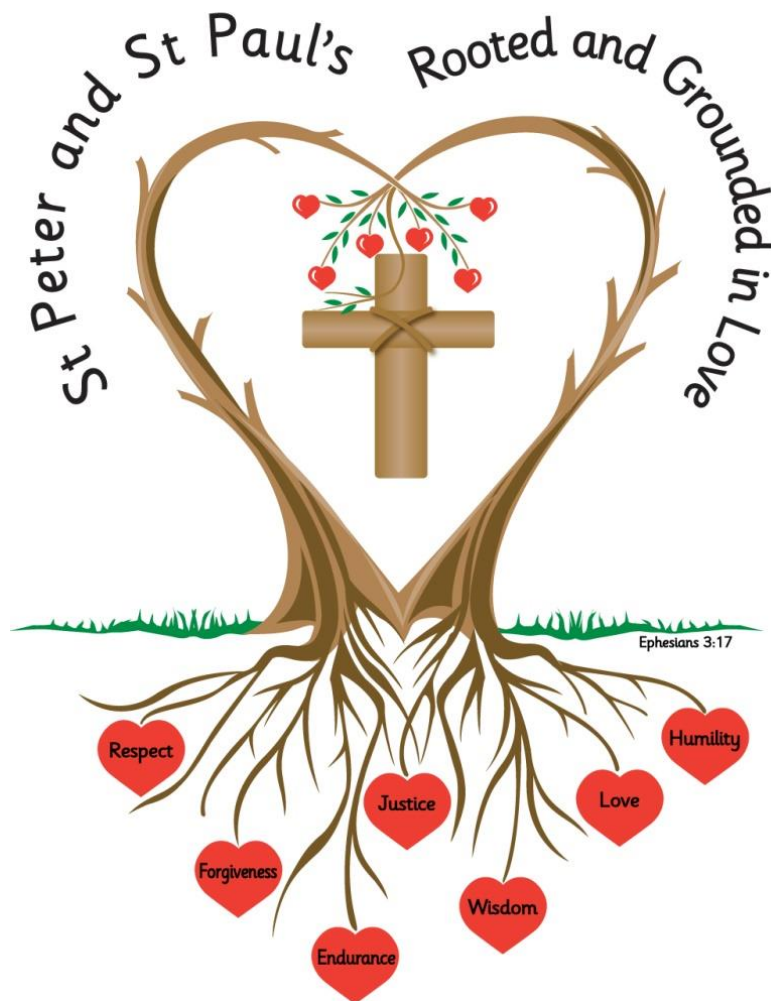




St Peter and St Paul's Church of England Presentation Policy (includes handwriting)

Being 'Rooted and Grounded in Love' (Ephesians 3:17) we strive to follow the Lord's command to love God above all things and each other as brothers and sisters, making God's Kingdom a reality in our school and throughout our community.

Introduction

The purpose of this policy is to ensure consistently high standard of presentation is across the whole school which all children and staff recognise, understand and follow. This policy is to be used in line with the individual guidance for each class which outlines the expectations and progression throughout school.

Whole School Aims to Improve Presentation

Presentation is a main focus at the start of each academic year so that pupils understand the progression in expectations as they move through the school. Presentation of work will then be referred to periodically throughout the year. Staff will ensure that presentation of work is actively taught as it will not 'just happen'. Where possible, all staff should ensure that presentation is celebrated through:

- Displaying work with a high standard of presentation
- Celebrating work with a high standard of presentation in whole class situations.
- Ensure good presentation is rewarded in line with whole school behaviour rewards (praise, stickers, pom poms, pen licence and Head teacher awards)
- Sharing work to be proud of on a whole school display.
- Recognition of neat handwriting and pen licence awards.

These expectations are intended to apply to the vast majority of children in our school. Occasionally a decision will need to be made to personalise the presentation expectations for a child who has such specific needs that these expectations could be a barrier to their progress.

Whole School Expectations for Presentation of Work

- All writing is done in pencil until pupils achieve their pen licence.
- All drawings and diagrams should be in pencil.
- Coloured pens will only be used for specific reasons by children, e.g. purple pen for responding to feedback.
- Pencil crayons should be used in exercise books not felt tip pens.
- One single line is used to cross out mistakes.
- Rule off if whole editing/ redraft of a paragraph is required.
- Absolutely no writing on covers or on the inside covers of books.
- No doodling on pages in books or on covers.
- Books will be labelled the same throughout the school.
- Creative curriculum books will have a picture in the centre to show what the topic is each half term.
- Children should be taught where to begin a new piece of work. As a general rule, children will start a new page when there are only a few lines left, otherwise they rule off and use the same page.

Expectations for Maths

- Short date is written to indicate a new piece of work.
- The numbers in the date are separated with small dots.
- The page is folded in half and work is completed down the page.
- One digit to be written per square.
- When carrying, the digit must be smaller than the others.
- Rubbers can be used in maths only at the teachers discretion.

Expectations for English and Cross Curricular Work

- Long date is written to indicate a new piece of work.
- Small dots for full stops.
- Use of writing frames to be used only when absolutely necessary and the task cannot be done without it.
- Only when necessary to stick in full sheets they should be cut neatly by an adult before being stuck in.

When children are producing work for displays it is important that we continue to uphold our high standards. If children are writing on plain paper please provide guidelines underneath for them to continue writing neatly and it ensures the handwriting is straight.

Progression and Improvement of Presentation through School

Presentation expectations take time to establish and so it is important that at the start of each academic year we remind children how important it is to take pride in their work.

Foundation Stage

Expectations of presentation in Reception will change significantly as the year progresses and the children move towards transition to year 1. It is expected that the majority of children will be writing some words independently and some children will be writing in sentences in the summer term.

Dating work

- Work will be dated by an adult.

Writing equipment

- Children will always write in pencil in books.
- Pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper..

Staff will encourage

- Staff will emphasise correct letter formation and left to right orientation.
- Cursive joins will be introduced in Reception as children learn each phoneme.
- Children to try and write on lines. Sometimes children will be given guidelines to aid writing.

Year 1

Equipment

- All work will be written in pencil.
- By the end of Year 1, Children will be expected and taught how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out

Handwriting

- Staff will emphasise correct cursive letter formation through the regular teaching of handwriting.
- Consistent cursive/joined up writing will be rewarded with a golden pencil.
- Jotters can be used to practise cursive joins, letters and handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be taught how to do this.**

Dating work

- In maths children are taught to use the short date, e.g. 16.03.19
- In literacy children will write only the day of the week (this reinforces basic key words). They will work towards writing the full date by the summer term of year 1 or earlier if possible, e.g. Monday 8th September
- Children are introduced to DUMTUMs, ***Date, Underline, Miss a line, Title, Underline Miss a line***

Writing the Lesson objective/ title

- This may be stuck into the book neatly at the beginning of the year.
- Children will work towards writing the title. Ideally by the summer term, earlier if possible.

Maths Books

- Maths book square size becomes smaller with 1cm squares.
- Children to be reminded to use 1 digit per square

Care of Books

- Children will not doodle on pages or on the covers of their books

Year 2

Equipment

- All work will be written in pencil. Children will be taught how to sharpen pencils and reminded to ensure pencils are sharp.
- Children will be expected to know how to use a ruler to draw lines, including underlining, diagrams, labelling and crossing out
- Children will be taught how to use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular (at least weekly) basis and correct cursive letter formation and cursive handwriting will be reinforced through other work (English, topic, maths books).

- Consistent cursive/ joined up writing will be rewarded with a golden pencil.
- Jotters or handwriting books can be used for practising cursive handwriting.

Indicating errors

- Children will indicate an error with one neat line through work.

Starting and Dating a new piece of work

- In maths the short date is used, e.g. 16.03.03 written on the left hand side of the book
- In literacy the longer date is used, e.g. Monday 8th September written on the left hand side of the book
- Children should consistently be using DUMTUMs, **Date, Underline, Miss a line, Title, Underline Miss a line**

Maths Books

- Children to be reminded to use 1 digit per square.

Care of Books

- Children will not doodle on pages or on the covers of their books.

Year 3 and 4

Equipment

- Years 3/4 will be the transition time from pencil to pen. Children need to earn the right to use pen in their work.
- Consistent cursive/ joined up writing will be rewarded with a pen licence and a blue pen.
- Purple pen is used to respond to feedback.
- For a final piece of writing, children are to write on alternate lines so that when they come to re-editing they have a line to improve work with purple pen.
- Children with pen licences are to write in blue pen only.
- It is important to continue to monitor children writing in pen that they don't slip back to printing. If they do begin printing pen licences can be suspended and they will go back to pencil until consistent cursive/ joined up writing is shown again.
- Only pencil crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- All maths work will be completed in pencil, including, drawing, labelling and diagrams in Maths to be done in pencil.
- Children will be expected to use a ruler well to draw lines, including underlining, diagrams, labelling and crossing out
- Children will use guidelines if writing on plain paper

Handwriting

- Handwriting will be taught on a regular basis with a focus on correct cursive letter formation and cursive handwriting.
- Jotters can be used for practising cursive handwriting.

Indicating errors

- Children will indicate an error with one neat line through work. **Children will need to be reminded how to do this.**
- Tippex or correction fluid is not to be used.

Starting and Dating a new piece of work

- In maths the short date is used, e.g. 16.03.03 written on the left hand side of the book
- In literacy the longer date is used, e.g. Monday 8th September written on the left hand side of the book
- Children should consistently be using DUMTUMs, ***Date, Underline, Miss a line, Title, Underline Miss a line***

Maths Books

- Size of squares becomes smaller again and this should be pointed out to pupils.
- Children to be reminded to use 1 digit per square.

Care of Books

- Children will not doodle on pages or on the covers of their books.

Year 5 and 6

Equipment

- Children need to still earn the right to use pen in their work. Only when teachers are sure that children can write consistently well in pen should a 'pen licence' be given.
 - Purple pen is used to respond to feedback.
 - For a final piece of writing, children are to write on alternate lines so that when they come to re-editing they have a line to improve work with purple pen.
- Only Pencil Crayons will be used in exercise books. Felt pens will only be used on sheets of paper.
- Children will be expected to use a ruler well to draw lines, including underlining, diagrams, labelling and crossing out.
- All maths work will be completed in pencil, including, drawing, labelling and diagrams in Maths to be done in pencil.
- Children will use guidelines if writing on plain paper

Starting and Dating a new piece of work

Pupils to be reminded that:

- In maths the short date is used, e.g. 16.03.03 written on the left hand side of the book
- In literacy the longer date is used, e.g. Monday 8th September written on the left hand side of the book
- Children should consistently be using DUMTUMs, ***Date, Underline, Miss a line, Title, Underline Miss a line***

Maths Books

- Children to be reminded to use 1 digit per square.

Care of Books

- Children will not doodle on pages or on the covers of their books.

Expectations for Teaching Staff

Remember- you are the most important role model for presentation and high expectations. Use the resources available to you e.g. on the IWB – lines, grids to model good practice.

In EYFS, KS1 and KS2, all handwriting which is on display for the children – on the interactive whiteboard, books, flipcharts, display should be legible, cursive and consistently formed neat and joined from Year 2 onwards.

When sticking work/ labels/ headings in books ensure they are straight and cut to size (smaller than the perimeter of the page). As worksheets automatically limit expectations, remember to keep use of worksheets and writing templates to a minimum and only use when the activity cannot be completed without it.

Handwriting

At St Peter and St Paul's we follow the cursive script handwriting approach. All staff must use this style of writing when modelling writing to children (whether that be in marking/ feedback, in shared sessions or on displays).

The cursive script font is available on all computers in school and here you can find example of how letters join e.g. horizontal, vertical or diagonal.

Handwriting should be taught on a regular basis. In KS1 it is recommended that there is allocated time during the week to focus solely on developing handwriting.

EYFS/ Reception children will begin letter formation by printing the cursive joins when writing letters and words (not joined up).

Year 1 children will continue to recognise the cursive join and when the teacher feels confident they will encourage the children to join their handwriting. Pupils are to be rewarded with a golden pencil when they are consistently using cursive handwriting.

Year 2 the teacher will continue to practise cursive handwriting with the pupils during an allocated time. Pupils are to be rewarded with a golden pencil when they are consistently using cursive handwriting.

KS2 cursive handwriting is expected in **all** year groups. If needed children are to receive intervention to help practise and embed cursive joins and handwriting. Any children that revert back to printing need to be reminded to use cursive handwriting in all of their work.

Pen Licences

All children in school write in PENCIL until they achieve their pen licence. They can achieve this from Year 3 onwards. The children must achieve the criteria below in order to receive their blue pen and licence.

Key Areas	Pen Licence Success Criteria	Target Achieved?
Letter Size	I always write lower case letters at ½ the line space.	
	I always write capital letters in proportion to lower case letters.	
Letter Shape	I always write all letters with straight backs and tall letters with small loops.	
Letter Formation	I always start, finish and join all lower case and upper case letters in the correct place.	
	I always sit all letters accurately on the lines.	
Legibility	I always correctly space letters and words.	
	I can consistently write smoothly and fluently.	
	Other people can read my writing clearly.	
Presentation	I can show correct control of writing, drawing tools such as ruling straight lines and producing neat colouring.	
	I can use large clear block capitals for headings.	
	I can cross out incorrect work neatly using a ruler.	
	I always correctly use the DUMTUM approach.	

DUMTUMs and the Pen Licence success criteria are to be shared with the children and on display so that pupils know the expectations and what they are working towards.

It is the responsibility of the class teacher to monitor pupil standards towards achieving the pen licence. When a class teacher has decided to award a pupil with a pen licence this should be celebrated with the rest of the class.

Pupils can also have their pen licences revoked if they are not maintaining the success criteria required to obtain the licence.

Incentives

At St Peter and St Paul's we like to celebrate the pupils success and we are always looking for new ways to motivate the children to do their best. The pen licences encourage the children to consistently use cursive handwriting and this is one part of improving the quality of their work.

Pupils also need to be shown how to take pride in their work whether it be a well labelled diagram in science, a detailed drawing in topic or a child writing the date and title neatly in KS1 this should also be celebrated. When a child produces a piece of work themselves and the teacher is proud of, their work will appear on the **WOW WORK** wall

Other incentives that encourage children to take pride in their presentation of work are rewards such as praise, sticks, pom poms, dojos and head teacher awards.

Monitoring

Presentation throughout school will be monitored by the Senior Leadership Team on a regular basis through:

- Learning walks
- Standard's Reviews
- Book Scrutiny
- Pupil interview

Summary

The presentation policy (including handwriting) has set out clear expectations for each year group. It is the responsibility of the teaching staff to uphold the high standards of presentation we have at St Peter and St Paul's. There are many incentives in place to encourage our pupils to take pride in their work and it is important we celebrate this as a school. We will review the progress of improving our quality of work in all subjects regularly.

This policy document was prepared by Mrs L Ferguson, in consultation with the Head Teacher Sara Clarkson and teaching staff in October 2018.

Review

This presentation policy will have an annual review in September 2019 and then be reviewed annually by the senior leadership team and teaching staff.

Date for next review of this document ...September 2019...