

St Joseph's Catholic Primary School



Handwriting and Presentation Policy

Rationale

The purpose of this policy is to ensure that children at St Joseph's Primary School receive consistent messages about what is expected from them in relation to acceptable handwriting and presentation of work. Standards are to be consistent no matter what the subject. Through high expectation of presentation, it is believed that the importance of the work that is produced will be enhanced, and help to raise self-esteem.

Aims

- To establish high expectations and pride in everything we do – both of ourselves and of the pupils.
- To create a clear and consistent set of guidelines for the presentation of pupils' learning.

Objectives

- To motivate each individual to present their work in the best possible way.
- To enable pupils to recognise work that is presented to a high standard.
- To ensure each child knows the standard of presentation that is expected of them.

Handwriting and Presentation Guidelines

The following agreed procedures for the presentation of children's work should be implemented by all staff:

- Printed sticker on the front of all books with the name, subject and year group on.
- All work should conform to the agreed handwriting font (please see the attached handwriting appendix for the agreed font and the progression)
- One line should be drawn through any mistake
- Rubbers to be used with discretion but only on rare occasions.

Expectations for Layout

- The date is written in words at the top on the left and underlined with a ruler
(In Spelling/Phonics, Reading and Maths,
the date must be written in numerical form)
Then miss a line and the Learning Objective to be written and underlined with a ruler.
- At the start of a new piece of work, miss a line under the last piece of work, rule off and start on a new line.
- English starters and retrieval tasks to be done at the back of books.
- Limited amount of worksheets used.

Layout in Maths

- The short date is written and underlined.
- Squared paper in books are used and all digits must be written neatly and clearly with one figure to each square
- Each calculation and subsequent answer must be clearly numbered but also distinguishable from workings out/notes.
- Maths starters should be completed in the back of books.
- Limited amount of worksheets used.

Handwriting

Aim

- To develop a neat, legible, cursive style with correctly formed letters
- To develop flow and speed
- To improve spelling as a link to phonics and spelling

Objectives

- Handwriting is taught discretely and systematically in classes, groups or individually depending on the needs of the pupils. (EYFS, KS1 and LKS2 daily and UKS2 is an integral part of spelling)
- To create patterns initially, using a variety of tools to help free flowing hand motions and to develop muscle strength
- Correct pencil grip and letter formation are taught
- Staff use cursive handwriting when marking in line with school policy
- Staff model cursive writing on flip charts and IWB
- Displays throughout the school have the agreed handwriting modelled on them, as well as other computer generated fonts if appropriate.

CAPITALS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Pre Cursive Script

a b c d e f g h i j k l m n o p q r s t u v w x y z

Cursive Font

a b c d e f g h i j k l m n o p q r s t u v w x y z

Policy drafted by:	Mrs H Owens
Date:	February 2026
Discussed + agreed by relevant staff:	
Governing body agreement:	
Monitoring + Evaluation	
Review	February 2028