

# Handwriting & Presentation Policy

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## **Handwriting and Presentation Policy**

### **Introduction**

This policy document is a statement of the aims, principles and strategies for the teaching of handwriting at all schools within The Staffordshire Schools Multi Academy Trust.

This policy was reviewed and revised through a process of consultation and discussion with teaching staff.

This policy will be reviewed on a three yearly basis to ensure relevance, effectiveness and practicality. A schedule for the review of this and all other policy documents is set out in the school development plan.

### **Aims**

Our aims in teaching handwriting are:

- For all children to develop a legible style of handwriting in both cursive and printed styles, with increasing fluency, confidence and speed;
- For the children to be aware that different forms of handwriting are to be used for different purposes;
- To make provision for left handed children to develop free flowing writing.

In order to achieve this, children will be taught:

- To develop fine motor control;
- The importance of correct posture and paper position whether right or left handed;
- To use a pen/pencil and to hold it effectively;
- To write from left to right and top to bottom on a page;
- To start and finish letters correctly;
- To form letters of regular size and shape;
- The language of writing and to use the correct terminology (e.g. Ascenders);
- To put regular spaces between words;
- How to form upper and lower case letters;
- How to join letters;
- How to write legibly in both joined and printed style;
- To use different styles of writing for different purposes;
- The importance of neat and clear presentation in order to communicate meaning effectively.

### **Methodology and organisation**

We aim to develop handwriting and presentation:

- Through systematic and regular teaching of handwriting;
- By providing opportunities for the pupils to practise these skills across all areas of the curriculum;
- By providing set criteria for the presentation of work:
  - Position of date; ○  
Underlining; ○  
Pen/pencil;
  - Leave a line between date and title;
  - We have margins; ○  
Rule off a piece of work; ○  
Underlining, single.

The use of the Handwriting File (KBER) ensures a consistency of style and approach, which leads to an effective progression of experience and teaching.

### **Monitoring and assessment**

Assessment of handwriting is an ongoing process and will take place formally and informally, during the regular focused handwriting sessions and across other curricular areas.

Pupils' workbooks provide evidence of children's progress and attainment and will serve to inform the children's future learning targets and provide information when reporting to parents.

All assessments are passed on to the receiving teacher.

The monitoring of the teaching of handwriting is carried out by the Headteacher and staff in line with the school development plan.

### **Home/school links**

Parents/guardians are informed of the Trust's approach to handwriting and they are given guidance on correct letter formation prior to their children starting at the school.

Homework activities are also used to promote and practise handwriting styles in Key Stage 1 or children requiring additional intervention.