



St Bartholomew's CE Primary School

Handwriting and Presentation Policy

Our Vision:

At St Bartholomew's we provide a gate way of discovery through our diverse curriculum and nurture global disciples who positively impact God's gift to us – the world. Our curriculum enables our learners to recognise their place in the wider world by enabling them to understand their place in Pinchbeck West; the importance and value of where they live. It aims to develop agents of change who are taught to protect the environment, solve problems to ensure society is a better place and take responsibility for their actions to make the future a somewhere far improved from where it is. There is clear focus on developing a rich vocabulary through a text centred approach and providing learners with the opportunity to independently gain powerful knowledge to ensure their future success. Through boundless forgiveness, compassion and a safe learning environment our children can Let their Light Shine (Matthew 5:16). We learn to love responsibly by developing the skills and knowledge needed under God's spiritual counsel, bringing light to all those around us. We are beacons of hope for our communities guided by God's spirit and love.

Community - everyone is treated with dignity through an ethos of respect for all. Care is given to our environments. This spirit permeates our daily lives as we walk side by side together following in God's footsteps.

Hope - every person is guided to fulfil their hopes and aspirations, enabling them to reach their full potential. We place no ceiling on expectations. Our growth mind-set helps us to accept where we are, understand barriers and with hope and faith overcome and succeed.

Wisdom - we give our children exceptional experiences, everlasting knowledge and equip them with the skills needed to make good judgements for the greater good, guided by God's patience and love.

Dignity - we radiate belief which generates self-worth in all who come through our doors. Everyone is reminded daily of their worth and significance in our community.

When communicating ideas in writing it is important that pupils use a handwriting style which is fluent and legible. The importance of handwriting should not be underestimated. It is vital pupils can write quickly, comfortably and legibly as this is a skill needed in many curriculum areas. Pupils' self-esteem is also heightened when they are able to take pride in their handwriting.

Aims and Purposes

- To develop a joined, confident handwriting style that is clear, legible and fluent, which will free the writer to write and not worry about letter formation.
- To foster a positive attitude towards writing.
- To establish and maintain high expectations for presentation of work.
- To ensure that pupils' recorded work is of real value to their learning.

Provision for Handwriting

Handwriting will be explicitly taught in accordance with St Bartholomew's timetable from Reception to Year 6. Our high expectations for handwriting and presentation will be upheld across all curriculum subjects. EYFS and KS1 and any child with handwriting needs, will have daily handwriting sessions. KS2 will have at least 3 handwriting sessions a week that will be embedded into their Active Spelling lessons. Active Spelling sessions will be recorded in handwriting books.

Teachers and support staff will act as a model when writing on the board or marking work, using a fluent joined style with accurate letter and number formation, as appropriate to the pupils' level of development. EYFS children are to write in print. Year 1 children are to begin a pre-cursive style, developing into fluent cursive writing throughout their time in Year 1.

All text displayed throughout the school's environment, whether written or typed, will also model high expectations for handwriting and presentation.

Attention to posture and seating arrangements is important. Pupils who write with their left-hand face particular difficulties and teachers need to be aware of this. Left-handed pupils should either sit next to other left-handed pupils or on the left side of a right-handed pupil to avoid bumping arms or smudging work.

Pupils who display specific difficulties with handwriting will have these addressed through such resources as slanted writing boards, rubber pencil grips, using alternative writing media, etc. Individual cases may be referred to the SENDCO, where necessary.

Incorrect letter/number formation will be addressed through marking and feedback as appropriate to the developmental level of the pupil as well as through daily handwriting practise.

Expectations for Presentation

It is very important to achieve consistency towards presentation of work across the school. The following guidelines will be used to ensure this consistency, taking into account the age and ability of pupils as appropriate:

English

Key Stage One pupils will write in pencil until they demonstrate sufficient ability to write fluently and legibly. Key Stage Two pupils will write in pencil or pen (handwriting or roller ball, black) whichever they find most comfortable, to demonstrate sufficient ability to write fluently and legibly. We do not award pen licenses as some children prefer to use a pencil.

Pupils will only use pens stated above. Biro or gel pens should not be used (unless they are appropriate to a specific task, such as writing a greeting card).

All work in English books will be dated with the full date (e.g. *Monday 2nd September 2025*) and the title. Apple Class and Palm Class will use pre-printed labels with the date and title on. Oak Class and Willow Class will write the date and title themselves.

A cover page is to be used for each new unit/topic. The sheet will include knowledge assessment criteria and will be followed by a prior knowledge assessment, new learning, and an end of unit assessment.

Mathematics

Pencil should always be used for Mathematics work.

Any lines drawn will be done so with a ruler and where shapes are drawn they should be accurate, using appropriate mathematical knowledge and resources. Lines and shapes should also be drawn using the squares within the books as guidelines, where appropriate.

All work in maths books should be dated with the short date (e.g. 02.09.25) and given a title (eg Odd and Even). Apple Class and Palm Class will use pre-printed labels with the date and title on. Oak Class and Willow Class will write the date and title themselves.

A cover page is to be used for each new block. The sheet will include the White Rose Maths small steps. It will be followed by the end of block assessment (used as prior knowledge assessment) new learning and then the end of block assessment repeated.

Published Work

Display of writing could take the form of a class book or work displayed throughout the classroom. Pupils will be encouraged to redraft written work for display, understanding the purpose and audience for which they are writing.

Any written work displayed will be of the highest standard for that individual pupil. Teachers must ensure that published work is representative of the whole class, demonstrating the highest standard for each pupil.

Books

All books should have a printed label on the front with the subject of the book, pupil's full name and the year group.

Pupils are expected to keep their books well presented. They should not 'doodle' on the front cover, or on the pages inside. Books which are not kept well-presented may be remedied through the use of an eraser or pupils should be asked to re-write work on paper to be stuck over messy work – unacceptable presentation must be rectified and doodles removed. Inadequacies of presentation will be addressed through marking and feedback. At no point, should pages be torn out of books by either pupils or teachers.

Felt tip pens should not be used in pupil books.

Home Learning

Parents will be encouraged to support their children to produce high quality work following the handwriting and presentation policy guidelines. Pupils will be expected to take the same care with home learning as they do with their class books and the same standards will be expected.

Adopted: September 2023

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English Presentation Guide

Presentation is a very important aspect of learning and allows everyone to look at your work clearly. At St Bartholomew's we always present our work to the highest standards.

If you finish halfway down the page, begin a new page. If less than halfway down the page, leave five lines and rule off using a ruler.

The long date should be written on the left-hand side of the page and the title in the middle. Underline both neatly with a ruler. (Unless using pre-printed stickers.)

Always make sure that your handwriting is neatly presented.

When using a pencil, always make sure it is sharp.

A rubber should not be used to rub out errors that have been made. If a mistake is made, draw one horizontal line using a ruler.

If you are editing work, this should be done in purple pen and original work should not be rubbed out.

Pages should not be missed out. However, if you miss a page by accident, you should return to that page as soon as possible and use it.

A cover page is to be used for each new unit/topic. The sheet will include prior knowledge assessment, new learning, and an end of unit assessment.

Maths Presentation Guide

Presentation is a very important aspect of learning and allows everyone to look at your work clearly. At St Bartholomew's we always present our work to the highest standards.

Each lesson, you should write the short date (one number per square) and a title into your maths book. If you are more than halfway down a page, begin the next lesson on a new page.

- Always make sure that your handwriting is neatly presented.
- Always make sure that you use a sharp pencil in mathematics.
- One number should be written in each box at all times.
- Always underline using a ruler and pencil.
- Question numbers should be represented using a bracket e.g. 1)
- For any mistakes, a rubber should not be used to rub out errors. A line should be drawn through with a ruler and then the work done again.
- If you are correcting work, this should be done in purple pen and original work should not be rubbed out.
- Pages should not be missed out, however if you miss a page by accident, you should return to that page as soon as possible and use it.
- When drawing tables, graphs or shapes:
 - A ruler must always be used for any lines in tables, charts or shapes
 - Shapes should be drawn accurately using your knowledge of shape and the ruler
 - You should use the squares to guide you as to where to draw the lines.

Wider Curriculum Presentation Guide

Presentation is a very important aspect of learning and allows everyone to look at your work clearly. At St Bartholomew's we always present our work to the highest standards.

If you finish halfway down the page, begin a new page. If less than halfway down the page, leave five lines and rule off using a ruler.

The long date should be written on the left-hand side of the page and the granular knowledge/title in the middle. Underline both neatly with a ruler. **(Unless using pre-printed stickers.)**

Always make sure that your handwriting is neatly presented.

When using a pencil, always make sure it is sharp.

A rubber should not be used to rub out errors that have been made. If a mistake is made, draw one horizontal line using a ruler.

If you are editing work, this should be done in purple pen and original work should not be rubbed out.

Pages should not be missed out. However, if you miss a page by accident, you should return to that page as soon as possible and use it.

A cover page is to be used for each new unit/topic. The sheet will include prior knowledge assessment, new learning, and an end of unit assessment.