

## Presentation Policy

### **Handwriting Scheme**

We adhere to the Nelson's handwriting scheme; cursive handwriting (precursive for children at beginning stages). All modelled writing on whiteboard and displays must be in Nelson's font.

### **Labelling Exercise Books**

- All exercise books must have the first name and surname of the child, their class name and the curriculum area on a sticky label on the front cover.
- The above should be printed in Nelson's font for all subject exercise books
- There should be no drawings or annotations on children's exercise books.

### **Headings for Work**

- Headings are underlined using a ruler. Year 3 children need to be taught how to do this.
- New work should be started on the same page as the previous piece of work unless there is little room (less than half a page) left.
- At the bottom of a page, unless there are less than 5 words to be written, children must use a new page.

### **Dating Work**

Number format: 05/09/23 (maths and art)

or

Word format: Monday 5<sup>th</sup> September 2023 (English, science, humanities)

When completing a longer piece of writing over the week, the short date should be written in the margin each day

### **Pencils and Pens for Writing**

Children are given the opportunity to experiment with a range of writing implements in different contexts throughout the school:

- Work in exercise books is written in pencil until a child has earned their "pen licence". This is earned by the child:
  - Presenting work neatly
  - Forming all letters accurately and legibly
  - Orientating all letters correctly on the line
  - Sizing and spacing of letters and words is accurate
  - Forming all letter joins accurately

This ensures children use a pen when their fine-motor skills are developed enough for the child to control the pen. This is a teacher judgement call.

**The pen licence is renewed at the beginning of each year after completing an assessment. To ensure children are maintaining cursive handwriting, once gained, a pen licence can be taken away by the class teacher at any point in the year.**

### **Use of Rubbers**

- Children can use rubbers at the class teacher's discretion. This is across all activities with the exception for writing, where a single neat line should be used to cross out an incorrect word or sentence. Children need to be taught this.