

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: Tuesday 5th 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.