



**Faith, Family and Fascination**

# **Handwriting and Presentation Policy**

**Boutcher C.E. Primary School**

Reviewed by: Ashlie Dixon

Last reviewed during: Autumn 2023

Next review due by: Autumn 2025

**“Love one another. As I have loved you, so you must love one another.”**  
*John 13:34*

# HANDWRITING AND PRESENTATION POLICY

## Our Aims

We aim for our pupils to:

- develop a legible style of handwriting
- develop a consistency in the size and shape of letters
- develop fluent and smooth flow and join of letters
- develop their own handwriting style whilst forming letters and joins correctly
- know the importance of clear and neat presentation in order to communicate meaning effectively
- establish and maintain a high profile of handwriting and presentation skills in all subjects throughout the curriculum
- raise their self-motivation and esteem through the establishment of best handwriting practice

## Model used

Boutcher C.E. Primary School uses the Nelson Handwriting Scheme with the following letter formation:

### Lower case letters

abcdefghijklmnopqrstuvwxyz

### 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

### Numbers

1 2 3 4 5 6 7 8 9 0

## Introducing Joins

Children are taught individual letters first so that they can see them as individual units before learning to join. In Year Two, we introduce letter joins once letter formation is accurate, using the red level of Nelson in the order suggested. We highlight the importance of not joining capital letters and explicitly teach break letters. Break letters (letters that aren't joined from) are b, g, j, p q, s, x, y, z.

abcdefghijklmnopqrstuvwxyz

Some children will not be ready to join and therefore will remain on the blue level of Nelson until the teacher sees evidence of them being ready to progress onto joins.

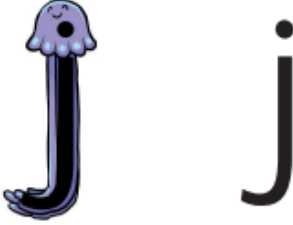
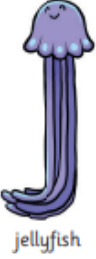
## Teaching Sequence

- Children build hand and finger strength through warm-up activities
- Children practice correct posture and pencil grip

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- Teachers introduce a letter or join and pupils watch letter formation and then copy and trace the letters, starting at the correct point.
- Animations are accompanied by phonic letter sounds and audio patter in the lower levels.
- Teachers reinforce correct movements of letter formations and joins with animated demonstrations.
- Worksheets are used as a follow-up to the whole class activities, enabling children to practice the letter formation and/or join

In Reception, working alongside the Little Wandle Letters and Sounds phonics scheme, a formation phrase is used to help children form the grapheme being taught. An example can be found below.

Grapheme and mnemonic	Picture card	Pronunciation phrase	Formation phrase
		Pucker your lips and show your teeth use your tongue as you say j j j	All the way down the jellyfish. Dot on its head.

In Key Stage Two, keep-up sessions are provided for children who need further support with specific number and letter formation or joins.

## Techniques for teaching letter formation

- Model good handwriting at all times
- Demonstrate
- Talk through the process
- Encourage children to verbalise the process
- Children form letters in the air
- Finger trace over tactile letters
- Write over dotted letters
- Write in sand with finger or stick
- Write with chalk on chalkboard
- Finger trace the outline of letters on the back of the person in front of you

## Getting ready to write

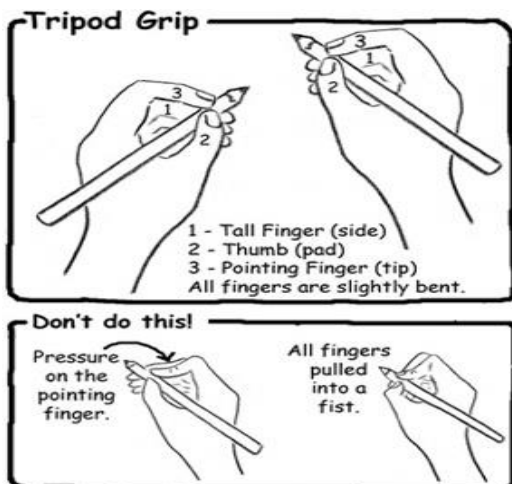
- Chair and table should be at a comfortable height
- The table should support the forearm so that it rests lightly on the surface and is parallel to the floor
- Encourage children to sit up straight and not slouch
- Tables should be free of clutter

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- Rooms should be well lit

## Pencil grip

- In Key Stage One, children write with a pencil, which should be reasonably sharp
- Pens are introduced in Key Stage Two
- The tripod grip is the most efficient way of holding the pencil or pen



*For right handers*

- Hold lightly between the thumb and forefinger about 3cm away from the point
- The paper should be placed to the right and tilted slightly to the left
- Use the left hand to steady the paper

*For left handers*

- Hold lightly between thumb and forefinger resting on the first knuckle of the middle finger
- Hold about 3cm from the tip
- The hand should be kept below the writing line
- The paper should be tilted slightly to the right
- Use the right hand to steady the paper

## Presentation Award

To encourage a pride in their work, we celebrate excellent presentation with a weekly presentation award given to one child in each class.