**Archbishop Runcie Church of England First School**

**Handwriting and Presentation Policy**

Across school there needs to be a consistent approach to presentation. There should be the same level of presentation and quality of work across all books.

All books should have on the front of the book:

* Child’s name
* Class
* Subject
* Date

From Year 1 the children need to be taught:

* Date
* Underline
* Title – WALT
* Underline
* Miss a line
* Start

The title should be a version of the Learning Objective and start with WALT (What we Are Learning To). In terms of the date, the long date will be used as appropriate but by end of year 2, all pupils MUST be able to write the long date correctly. The short date will be used in mathematics books. In maths books, children need to use one square for each digit.

* The school penpals handwriting scheme is introduced from Nursery and should be evident in all work.
* Handwriting will be taught in discreet lessons at least twice a week.
* Handwriting will be marked in line with the marking policy when necessary.
* Children should access the whole class teaching as well as any individual handwriting targets.
* Any work for display should be recognised as “published” and can be written as a part of handwriting lesson. All work on display should reflect a pupil’s best effort and the level that he/she is working at. Younger children’s first piece can be used for display with teacher scribing or word processing as a transcript.
* All children should have the opportunity to have their work displayed at some point each year.
* All comments made by adults should model the school handwriting scheme and be accessible to children.
* “Perfect Presentation” boards are on display in each class and used to display relevant SC (Success criteria) for handwriting as well as examples of expectations.
* Handwriting certificates will be awarded each week as a part of Celebration worship and, in-line with our ethos, will reflect effort and improvement in presentation.

**Please also see Presentation Protocols**

Last reviewed: April 2018