



Presentation – Good Practice Guide

- Children will be taught the agreed handwriting style,
- A copy of the style used is in the Home/School diary. This should be shared with children and they should be encouraged to have this in front of them when writing and to share it at home.
- Children will be encouraged to join when they can form all letters correctly and not before.
- All maths work and any pictures, diagrams, sketches in other subjects will be in pencil.
- Rulers will be used for all maths lines (such as number lines, column addition, grid multiplication) and for tables etc. in Science and other subjects.
- Pens, when used, will be **blue**. Consistency in pen type is expected (Berol handwriting pen)
- **Y1 & 2** children will write in pencil.
- **Y3** children will write in pencil. There may be an exceptional child in year 3 who will achieve their 'Pen Licence' and be allowed to move onto using a pen.
- **Y4** children will mostly write in pencil with an increasing number moving onto pen, when they form letters correctly and can join neatly at all times (not just in handwriting practice). By the end of year 4, it is expected that about one third of children will be writing in pen.
- **Y5** children will continue to be moved onto pen, with an expectation that by the end of the year, all children will be writing with a blue pen. There may be exceptions for certain children as agreed with SENCo.
- **Y6** children will be expected to always write with a blue pen, for English and topic. Pencils will not be allowed. There may be occasional children where exception applies, as agreed with SENCo.
- Each piece of work will have a **date and title**, to be written and underlined in the writing tool used, ie pencil if working in pencil, pen if working in pen.
- For maths, the title may include a page number if relevant.
- **Date** to start from margin on left side of book.
- Short date for maths; i.e. **25/10/2017**
- Long date for all English, including when writing pieces for topic. **Monday 25th October 2017**
- **One line to be left below date**
- **Title** to be written on the next line in the centre of the page
- **One line to be left below title** and work started on the next line.
- If title has more than one word, capital letters should be correct. ie; **Past Tense**, **Days of the Week**, **Addition** and **Subtraction**, **Using Number Lines** etc.
- **Minimise the use of rubbers.**
- **Mistakes** will have a line drawn through with a ruler using whatever writing tool is in use.
- Tippex or correction fluid should not be used by children.
- A new page will **not** be started for a new day. A line will be drawn under previous work, using a ruler. The '**4 line rule**' applies. If there are 4 lines or less left, start a new page.
- Crayons may be used to add detail to work where necessary, ie maps in geography, when related to learning objectives.
- Self or peer marking will be in pencil and initialled by child.
- Felt pens may be used on paper where appropriate (ie. posters), but not in books.