**Rivington Primary School**

**Presentation**

**Policy**



January 2015

**Presentation Policy**

Our aim is for each child to present their work in a clear and consistent style which enables them to demonstrate pride in their work and legibility for the reader.

**Handwriting**

The style of letter and number formation used by the school is Join It Style C11.

In the Foundation Stage a printed style is used with lead ins, which is extended in Year One to a printed style with flicks. In Year Two joined writing is begun as appropriate.

The joins are developed throughout Key Stage Two. As competency develops the children are encouraged to use different forms of handwriting for different purposes.

Pens are introduced from Year Four when pupils demonstrate they are ready.

(Examples of the letter and number formation sheets are overleaf).

**Setting Out**

Beginning in Year Two and throughout Key Stage Two, a standard form of presentation is used with the date at the left hand side in full for all subjects, except numeracy where a short form is used. The date and title in all work is underlined from Year Three.

**Errors**

Errors made in pencil can be rubbed out or crossed out with a single line. When the children progress to pens, errors should have a single line drawn through them with a pencil. Where feasible a sticky label may be used to cover errors. Children should not cross or scribble out.

**Learning Environment**

Throughout the school, alphabet displays show the appropriate printed style of letter formation. Children should see a variety of letter and number styles, but must have their attention drawn to, and be reminded of, the correct style to be used in their written work.

**S.E.N.**

Pencil grips and fine motor skills programmes such as “Smart Moves” are used to support children with difficulties, including dyspraxia. Children with dyslexia may have issues with letter reversal and additional support and advice may be needed.

**Left Handed Pupils**

The key to a good writing style for left-handers is correct hand positioning and posture.

Left-handed children need special consideration.

* Encourage left handers to hold the pencil 4cm approximately from the point.
* They should position the paper in front of the left side of their body with the bottom right-handed corner tilt towards them

Large, triangular pencils or pencil grips are useful to encourage a good "tripod" three finger grip. Because left-handers have to push the pencil, they often grip too tightly and need to learn to bring the hand under the writing line, with the paper slightly to the left of their body so they draw the pencil towards them. Any corrections to positioning or posture must always be undertaken very gently and without chastisement, as the child will pick up on any negative comments, and may be put off writing from a very early age. It is vital that they are encouraged to enjoy penmanship and see it as an outlet for their creativity.

**Promoting Presentation**

Many opportunities are provided to raise the profile and importance of presentation throughout the year.

These include;

* Presentation competitions in Book and Writing Weeks.
* Presentation displays of children’s work.
* Termly pieces of handwriting for blue writing folders.
* Pen passes.
* Awards for presentation in merit assembly.
* Class anthologies of poems.
* Class books.

**Alphabet in Foundation Stage and Year One**

**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**

**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**

**Alphabet from Year Two**

**abcdefghijklmnopqrstuvwxyz**

**The quick brown fox jumped over the lazy dog.**

**Capitals as above.**

**Progression**

**Stage 1 c a o g d q**

**Stage 2 n m h r**

**Stage 3 i u v w**

**Stage 4 e s**

**Stage 5 l t k b d h**

**Stage 6 j p q y**

**Stage 7 f z x**

**Stage 8 Revise capital letters.**

**Stage 9Tailor the teaching of joins to meet the class e.g. tricky joins such as oo, ff, ss, gg, ers**