

## Aims

- To encourage the pupils to present their written work to their best of their ability and feel proud of their work
- To develop an ethos of responsibility
- To have a consistent approach to setting out work across the school
- To have an agreed standard of expectation for most pupils
- To provide opportunities for all pupils to have access to word processing
- To take account of pupils with specific difficulties in this area and provide additional support or alternative methods for recording

## General Principles

- All Literacy, Numeracy and Homework books will have a plastic covering to prevent wear and tear.
- Printed labels will be positioned on the top right hand side of the book with the child's name, subject and class.
- Absolutely no graffiti or doodles on book covers or pages
- The LO and SC for the lesson will be printed out and stuck neatly at the top of each page (Not necessary if they are continuing a piece of work from a previous day e.g. Literacy narrative unit)
- A ruler is to be used to draw all lines (children may need extra practice at this!)
- No scribbles or messy crossing out. A single line should be used to cross out.
- It is an expectation that children should be writing in a joined up style from Y2 onwards unless they have major issues with their fine motor skills.
- Once children start using a neat cursive script to write in all areas of the curriculum, they will earn a pen licence and be able to write in pen.
- Ensure any pieces of work/photocopies which are glued onto a page are done so carefully and at appropriate angles. If A4 size, it may be necessary to trim the paper around the edges before gluing on to the page. No pieces of paper to be folded in half.
- Children should be asked to rewrite pieces of work if it is not presented to a high standard.

## Setting out of work in Maths

- For KS2 (Y3-6), margins should be drawn at the left hand (three squares wide). A second margin should be drawn in the middle of the page if children are recording simple calculations or answers which do not take up much space
- Children will write numbers directly in the squares, on lines and leave a space between each sum/answer.
- Incorrect work has a line drawn through (Diagonally for longer calculations over a number of lines )
- A ruler is used to draw all lines
- All children use pencil

## Handwriting

When teachers are satisfied formation of individual letters have been well established, a cursive script is introduced using the entry flicks to help promote a fluent joined up handwriting style.

- Pupils are encouraged to leave appropriate spaces between words and if writing on lines position letters appropriately
- They are encouraged to write legibly and to be consistent in their writing style
- **Teachers will model good practice in handwriting and use a joined up style when modelling writing (Y2 – 6)**
- Teachers and pupils will have a high expectation of standards of presentation of all written work
- Pupils who have difficulties in handwriting will have extra practice in handwriting skills and be given additional homework
- Once children start using a neat, cursive script to write in all areas of the curriculum, they will earn a pen licence and be able to write in pen.