



**Stonesfield Primary School**  
**HANDWRITING AND PRESENTATION POLICY**  
**Review September 2025**

**Aims:**

- To encourage children's sense of pride in their recording and so form a positive attitude towards all their work through promoting excellent presentation.
- To ensure that children acquire a clear, fluent, joined, legible and individual style of handwriting.
- To promote consistency of handwriting and presentation across the school and in all areas of the curriculum.
- To teach children the importance of clear and neat presentation in order to communicate their meaning effectively

**Handwriting**

From the very beginning of Reception children are provided with opportunities to build their physical strength and control in their core, upper body, hands and fingers so they are ready to write. They will be taught to use a pencil and hold it effectively to form recognisable letters most of which are correctly formed. In their Essential Letters and Sounds phonics sessions children will be taught mnemonics to help with letter formation (see Appendix 1).

From Year 2 upwards, Children will be taught join letters in handwriting sessions using the Nelson Handwriting scheme. This scheme is built upon careful progression from prewriting patterns to the development of an individual style. The structured programme includes basic joins, printing, penmanship, speed writing and sloping.

In KS1 children will be taught:

- How to hold a pencil/pen/writing implement effectively
- To write from left to right and top to bottom of a page
- To start and finish letters correctly
- To finish letters with exit strokes
- To form letters of regular size and shape
- To put regular spaces between letters and words
- How to form lower and upper case letters
- To join their letters from Year 2.

In KS2 children will be taught:

- To write legibly in both joined and printed styles, with increasing fluency and speed
- To use different forms of handwriting for different purposes e.g. print for labelling maps and diagrams, a clear, neat hand for finished work, a faster script for notes

**Presentation**

Teachers will ensure;

- That children are encouraged to take a pride in the presentation of their work and set high expectations of presentation in all work
- That children have the appropriate materials to achieve their best presentation

- That they provide a variety of opportunities for children to share their work with different audiences
- That children look after their work, label all their books neatly and keep them all clean and tidy

#### **Agreed guidelines for Handwriting and Presentation**

- The date will be written on the top line of the page and underlined from Y3
- The WALT/Title will be written and underlined from Y3
- If there is space on a page a line should be drawn under the previous piece of work and the new work started
- All work shall be in pencil until the class teacher feels that a pupil is ready for handwriting pens
- All maths and diagrams in other subjects shall be in pencil
- Errors should be neatly crossed through, and corrections written above or next to the error
- Loose work should either be trimmed and stuck flat into books; neatly folded and stuck into books or stored in folders
- Rulers should always be used for drawing lines and underlining

#### **Additionally in maths**

- In KS2 each page must have a margin drawn on the left hand side
- The date (short) and the WALT should be underlined
- All figures must be written neatly and clearly with one figure to each square
- Each calculation must be clearly numbered with the number in the margin
- There should be at least one clear square between each calculation

The same high standards will be expected in all work, including homework.






#### **Policy Review**

This Policy will be reviewed every 3 years.






#### **Resources**






Nelson Handwriting Teacher books 1 and 2 - OUP  
Essential Letters and Sounds scheme



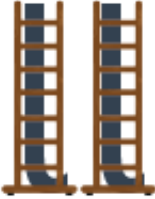
## Appendix 1



Grapheme	Picture	Rhyme
s		snake – swerve around the snake
a		ant – around the head, down the body
t		teacher – down her body and cross her shoulders
p		parrot – down his body, around his face
i		inventor – down her body, spot her idea






Grapheme	Picture	Rhyme
n		<p>nest – down the bird and over her nest</p>
m		<p>meerkat – meerkat, mound, mound</p>
d		<p>duck – over his back and around the tail, up his neck and down to his feet</p>
g		<p>goat – start at his ear, around the face and down the beard</p>
o		<p>ostrich – around the ostrich's body</p>

Grapheme	Picture	Rhyme
c		<p>camel – curl around the camel's back</p>
k		<p>kid – down the body, up the arm, down the leg</p>
ck		<p>a camel and a kid – the camel stood by the kid</p>
e		<p>elephant – around the head and down the trunk</p>
u		<p>umbrella – under the umbrella and down to the tip</p>

Grapheme	Picture	Rhyme
r		<p>runner – down her body, up over the arm</p>
ss		<p>two snakes – sunbathing snakes</p>
h		<p>heron – from his head to his feet, up and over his back</p>
b		<p>bike – down the person and around the wheel</p>
f		<p>fox – over the ear, down to the tail and across the jaw</p>

Grapheme	Picture	Rhyme
ff		two foxes – two foxes facing forwards
l		ladder – down the long ladder
ll		two ladders – ladders in a line

Grapheme	Picture	Rhyme
z		zigzag – zig and zag
qu		quill – around the feather and down the pen

Grapheme	Picture	Rhyme
j		<p>jellyfish – swoop down the tentacles and dot the body</p>
v		<p>viper – down the tongue, up the tongue</p>
w		<p>wallaby – hop to the top, land and hop, land and hop</p>
x		<p>x x x – criss-cross the kiss</p>
y		<p>yacht – under the hull and down to the anchor</p>