

Presentation Expectations at Claygate Primary School

Year Group	Handwriting	Date and Title
EYFS	Opportunities to develop fine motor control and pencil grip. Children write on blank paper paying attention to correct letter formation. Lined paper is only used if appropriate.	Work is dated by an adult.
Year 1	When children can form letters correctly, they should write letters formed with a lead-in (upstroke) and a lead-out (tail/flick) on wide lined paper	Work should be labelled with the short date and the LO by an adult (this is usually in the form of a printed banner stuck into books). Pupils write their name neatly in the top corner on the front or reverse of any sheets.
Year 2	Pupils learn to use joined script in handwriting lessons. As the children learn each join, they are expected to use them in their independent writing.	Work is labelled with a printed banner stuck into books. Cursive script is used for the printed banner. Some pupils begin to write the short date and the learning objective as the title for their work when they are ready. Some short pieces of work (mental Maths, handwriting) may simply be dated). Corrections and additions are written in purple pen when the pupil is ready to do so. Pupils write their name neatly in the top corner on the front or reverse of any sheets.
Year 3 & 4	Pupils have regular handwriting sessions to help them consolidate the school handwriting style. They use joined writing consistently in their work. Printing may be used in some work for particular purposes e.g. labelled diagrams. By the end of Year 4, most pupils write in ink. Pencil continues to be used for Maths work.	Pupils write the short date and the learning objective as the title for their work. The long date is used in English. Date and title are underlined and written next to the margin. Some short pieces of work (mental Maths, handwriting) may simply be dated. Corrections and additions are written in purple pen. Pupils write their name neatly in the top corner on the front or reverse of any sheets.
Year 5 & 6	Pupils have regular feedback to help them develop their presentation. They use joined handwriting consistently in all of their work. They may develop their own joined style. Printing may be used in some work for particular purposes e.g. labelled diagrams. Most pupils write in ink.	Pupils write the short date and the learning objective as the title for their work. The long date is used in English. Date and title are underlined and written next to the margin. Some short pieces of work (mental Maths, handwriting) may simply be dated. Corrections and additions are written in purple pen. Pupils write their name neatly in the top corner on the front or reverse of any sheets.

School font for all letters and other correspondence is Arial.