

Progression for presentation policy

Year	Presentation expectations	Resources
Reception	<ul style="list-style-type: none"> ➤ Write own name on work ➤ Individual letter formation (upper & lower case) 	Triangular pencils Plain paper
Year 1	<ul style="list-style-type: none"> ➤ Name & numerical date on work ➤ By end Summer term begin to add title ➤ Correct formation of individual letters - orientation , formation to include ascenders and descenders 	Triangular pencils for writing - progressing onto HB Use lined writing books for literacy Using lined handwriting books with half line to keep writing consistent size Plain paper - progressing to use of line guides in the Summer term
Year 2	<ul style="list-style-type: none"> ➤ Short date underlined in Term 1 ➤ L. O underlined in Term 2 ➤ By end year date, LO & title underlined ➤ Correct, consistent formation of letters - moving to joined up style, joins taught in sequence laid out in NLS framework by end of Summer Term 	HB pencils - with grip if necessary Wide lined paper - moving to narrow lines in the Summer term Using lined handwriting books with half line to keep writing consistent size Line guides with plain A4 for best copies
Year 3	<ul style="list-style-type: none"> ➤ Date underlined - start to write LO during first term ➤ Revise joins for joined writing style - NLS ➤ Consistent joined handwriting by end Spring term 	HB pencils - pencil grip if necessary, or use of H pencils 50% using Rahmquest handwriting pens by end Summer term - if consistent and correct joins and letter sizing. Using lined handwriting books with half line to keep writing consistent size Line guides with plain A4 for best copies
Year 4	<ul style="list-style-type: none"> ➤ Date, LO & title underlined ➤ Introduce new line guides ➤ Consistent joined up writing ➤ Developing own style of 	HB pencils or H if necessary 100% using handwriting pens by end Summer term

	handwriting	
Year 5	<ul style="list-style-type: none"> ➤ Date, LO & title underlined ➤ Use line guides ➤ Consistent joined up writing ➤ Developing own style of handwriting - use in ALL subject areas 	HB pencils for maths only Pens for writing 50% fountain pens by end Summer term
Year 6	<ul style="list-style-type: none"> ➤ Date, LO & title underlined ➤ Use line guides ➤ Consistent own style of handwriting 	HB pencils for maths only Pens for writing 100% fountain pens by end Autumn term

Line guides:

KS1 & Yr3

KS2 - best copy

KS2 - use in plain work books

KS2 - line guide 1

Yr1 handwriting - line guide 2

KS1 handwriting - line guide 3

Yr2 Summer term - line guide 4

