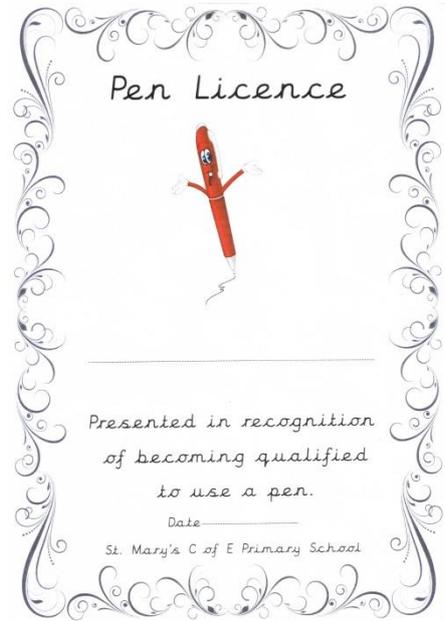


Presentation and Handwriting Expectations and St Mary's Pen Licence

We have recently updated our presentation and handwriting policy and would like to share with you some changes that will help to guide and support our pupils in achieving high standards of work.

Firstly, all children have read, discussed and signed our school's presentation code to show that they understand and agree to follow the school's presentation expectations eg. underlining of dates and titles and using a ruler for all lines (see next page).

Secondly, we have launched a 'pen licence' to develop our children's ability to use a pen effectively. To achieve a 'pen licence' pupils must meet a set of criteria (see below). Children will be given a copy of the criteria when they are ready to start working towards these and their teacher(s) will sign and date when each one has been achieved. Once the teacher is confident that the child has met all of the criteria, they will receive their pen licence and their first pen from Mrs Denham-Hale. Our aim is for all children to be writing in a fluent, joined style by the end of KS1 and be able to use a pen by the end of Year 3.



Pen Licence Expectations

- I hold my pencil with the correct grip.
- I work at a steady pace.
- I write on the line.
- I join my letters correctly.
- I start each letter in the correct place.
- My letters are the correct size and shape.
- My ascenders are the correct height.
- My descenders are the correct length.
- Other people can always read my handwriting because it is neat and clear.

We hope this makes it clear to pupils and parents/carers how we at St Mary's are going to maintain high standards of presentation and take pride in our work. We also hope that this information will enable you to support your child in working towards these standards.